Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Registry of Educational Personnel (REP)

Data Field Descriptions

Fall 2006 Submission

Questions?
Contact: 517.335.0505
E-mail: Help-Desk@michigan.gov

Table of Contents

Information Regarding the Fall 2006 REP Submission

Please note the following:
- Changes that have been made to the REP Data Field Descriptions since the previous submission are noted in Arial font, with a dashed underline.

Managing your MEIS Account

E-mail address and phone number. It is important for the MEIS user information to be current. E-mail messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

1. Update an MEIS account at https://cepi.state.mi.us/MEISPublic/.
    a. Click on the MEIS logo.
    b. Log in as an MEIS user.
    c. Click on "Edit Personal Information."
    d. Click on "Save Changes" to update your account.
    e. Click on "Return to the MEIS User Management Main Menu."
    f. Log out of MEIS.
2. Notify the Department of Information Technology (DIT) Client Service Center of the changes via e-mail (Help-Desk@michigan.gov). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which the user has authorization.

Name Change. A name change affects an authorized user's security access to an application. Authorized users are only allowed to log in as the individual named on the security agreement. If an authorized user has a name change, the authorized user must do the following:

1. Create a new MEIS account at www.michigan.gov/meis.
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for REP is located on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on "Registry of Educational Personnel." The security agreement may be found under the heading Submit REP Data to CEPI.
3. Notify the DIT Client Service Center (Help-Desk@michigan.gov) to close the former MEIS account (issued with the prior name).

Title IX Coordinators (Position Assignment submitted in Field 10: School Assignment by Grade, FTE, Wage, Accounting/Function Code, Highly Qualified Status, Academic Major, Academic Minor, and Administrator Continuing Education).

A Title IX coordinator must be designated by every local school district, including intermediate school districts and public school academies, receiving federal education funding in the state of Michigan. This is a requirement of the federal Title IX of the Education Amendments of 1972 that prohibits discrimination on the basis of sex. This person will also provide leadership and direct full compliance of the Michigan Elliott-Larsen Civil Rights Act. Equal opportunity compliance is required in curricular, co-

curricular and/or extra-curricular activities. For questions concerning Title IX coordinators, please contact Roberta Stanley, director, Office of Administrative Law and Federal Relations and Title IX coordinator, Michigan Department of Education, at 517-335-0436.

State of Michigan Office Contact

Each field listing in the REP Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact the Department of Information and Technology (DIT) Client Service Center at 517-335-0505 or help-desk@michigan.gov. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Index of Page Edits
Information Regarding the Fall 2006 REP Data Field Descriptions

(For your convenience, a list of the page numbers in the Fall 2006 Data Field Descriptions that contain edits, marked by ~~strikethrough~~ [no longer in effect] or <u>underlined Arial font</u> [new requirement], appear below.)

Field Number	Page Number	Edits/Changes
1	9	Submission dates for REP Submission for the 2006-2007 school year are December 1, 2006 and June 30, 2007.
7	17	Change in assignment codes range for submission of Social Security numbers to "<u>60000</u>" "~~70000~~" through "99000".
10	22	Shortened field name to School Assignment Data.
10	23 - 26	Programming edit for new data element: Special Education Primary Age Group. Programming edit changes for type of credential, special education primary age group, and wage. Day-to-day substitute teacher; day-to-day substitute paraprofessional; noninstructional staff who work less than 0.5 FTE.
10	25, 26	Definition clarification for highly qualified status, academic major and academic minor, number of core academic classes taught and education setting/special education primary age group.
10	28	Clarification for the reporting of special education assignments
10	28	Addition of early childhood assignment codes 60000 through 60700 to submission chart.
10	29	Definition clarification regarding core academic assignment codes.
10	30	New assignment codes "00SUB" Day-to-Day Substitute Teachers and "00PAR" Day-to-Day Substitute Paraprofessionals/Aides.
10	30	Early Childhood Education "000ZA" – Highly qualified status must be submitted.
10	36	Addition to Level-Related Assignment definition for Early Childhood Education
10	37	Change in assignment code 00403 Special Education "Instructional" Aide (ONLY) New assignment codes: 00404 Special Education Non-Instructional Aide 00405 Special Education Early Childhood Instructional Paraprofessional/Aide

10	**38**	Updates in Career/Technology Assignment Codes
10	**39**	New Early Childhood Assignment Codes: 60100 Early Childhood Specialist 60200 Early Childhood Classroom Teacher [Bachelor's Degree in Child Development without an Early Childhood Endorsement (ZA)] 60300 Early Childhood Classroom Teacher [Bachelor's Degree with an Early Childhood Endorsement (ZA)] 60400 Early Childhood Classroom Teacher – Child Development Associate (CDA) Credential with a Valid Michigan Teacher Certificate 60500 Early Childhood Classroom Teacher – Child Development Associate (CDA) Credential or Associate Degree in Early Childhood/Child Development 60600 Parent Educator/Home Visitor 60700 Parent Educator/Non-Home Visitor
10	**41, 42**	Removal of code 81000 Aide/Paraprofessional, Special Education, Mandated and 81100 Aide/Paraprofessional, Special Education, Non-mandated New assignment codes for all paraprofessionals/aides: 80001 Title I Non-Instructional Paraprofessional/Aide in a Schoolwide Program 80002 Title I Instructional Paraprofessional/Aide in a Schoolwide Program 80003 Title I Instructional Early Childhood Paraprofessional/Aide in a Schoolwide Program 80004 Title I Non-Instructional Paraprofessional/Aide in a Target-Assistance Program 80005 Title I Instructional Paraprofessional/Aide in a Target-Assistance Program 80006 Title I Instructional Early Childhood Paraprofessional/Aide in a Target-Assistance Program 80007 Title I Special Education Non-Instructional Paraprofessional/Aide in a Schoolwide Program 80008 Title I Special Education Instructional Paraprofessional/Aide in a Schoolwide Program 80009 Title I Special Education & Early Childhood Instructional Paraprofessional/Aide in a Schoolwide Program 80010 Title I Special Education Non-Instructional Paraprofessional/Aide in a Target-Assistance Program 80011 Title I Special Education Instructional Paraprofessional/Aide in a Target-Assistance Program 80012 Title I Special Education & Early Childhood Instructional Paraprofessional/Aide in a Target-Assistance Program **Non-Title I Paraprofessionals/Aides** 80014 General Education Instructional Paraprofessional/Aide 80015 General Education Early Childhood Instructional Paraprofessional/Aide **Special Education Paraprofessionals/Aides** 00403 Special Education Paraprofessional/Aide (ONLY) 00404 Special Education Non-instructional Paraprofessional/Aide 00405 Special Education Early Childhood Instructional Paraprofessional/Aide

10	**45, 46**	New data element: Educational Setting/Special Education Primary Age Groups Grade level name changes (Retention Kindergarten, Young Fives, Early Fives, Jump Start, Begindergarten, etc.) Early Childhood and/or Parenting Programs
10	**47**	Hourly wage: definition clarification
10	**48**	Update Accounting/Function Code name: 225 Technology Assisted Instruction
10	**49, 50**	Definition clarifications
11	**51, 52**	Definition clarifications
18	**63**	New assignment codes added to programming edit.
19	**64**	New assignment codes added to definition.
28	**78**	New field name: Full-Time Base Annual Salary Definition and programming edit clarifications
29	**80**	Added code for state of Michigan and code for identifying Baker College graduates
Appendix	**83-85**	Specifications for the reporting of Day-to-day substitute teachers, day-to-day substitute paraprofessionals and non-instructional staff who work less than 0.5 FTE.

Field 1: Date of Count

Submission date: First business day in December and June 30

Field use: School Aid Act, Michigan Compiled Laws (MCL) 388.1613; Public Act (PA) 155, Section. 19 (5)

State of Michigan office contact: DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 001-010, date

Database field name: MonthOfCount

SIF tag: <>

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields:

Programming edits: For districts using commercial personnel management systems, use the dates given in the definition in your application. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

Definition: The official REP submission dates for the 2006-2007 school year are December 1, 2006, and June 30, 2007.

On September 30, 2005 the Michigan Legislature enacted P.A. 155 of 2005, amending the State School Aid Act and setting a new deadline for reporting educational personnel data through the REP Application. The new language mandates that the collection occur "by the first business day in December and June 30 of each year."

Field 2: Operating ISD/ESA Number

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
                              Revised School Code, MCL 380.1280;
                              Department of Education Budget Fiscal Year (FY)
                              2005-2006 PA 154, Section 501; *No Child Left Behind
                              of 2001* (NCLB), 20 USC 6319

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
                              Help-Desk@michigan.gov

Field specification: Two-character, right justified, zero fill

Record position/type: 011-012, character

Database field name: OperatingISD/ESA

SIF tag: <>

Code/format: This is a two-position field (NN).

01. 03   Allegan ISD
     04   Alpena-Montmorency-Alcona ESD
     08   Barry ISD
     09   Bay-Arenac ISD
     11   Berrien ISD
     12   Branch ISD
     13   Calhoun ISD
     14   Lewis Cass ISD
     15   Charlevoix-Emmet ISD
     16   Cheboygan-Otsego-Presque Isle ISD
     17   Eastern Upper Peninsula ISD
     18   Clare-Gladwin ISD
     19   Clinton County RESA
     21   Delta-Schoolcraft ISD
     22   Dickinson-Iron ISD
     23   Eaton ISD
     25   Genesee ISD
     27   Gogebic-Ontonagon ISD
     28   Traverse Bay Area ISD
     29   Gratiot-Isabella RESD
     30   Hillsdale ISD
     31   Copper Country ISD

32   Huron ISD
33   Ingham ISD
34   Ionia ISD
35   Iosco ISD
38   Jackson ISD
39   Kalamazoo Valley RESA
41   Kent County ISD
44   Lapeer ISD
46   Lenawee ISD
47   Livingston ESA
50   Macomb ISD
51   Manistee ISD
52   Marquette-Alger ISD
53   Mason-Lake ISD
54   Mecosta-Osceola ISD
55   Menominee ISD
56   Midland County ESA
58   Monroe ISD
59   Montcalm Area ISD
61   Muskegon Area ISD
62   Newaygo ISD
63   Oakland ISD
64   Oceana ISD
70   Ottawa ISD
72   COOR ISD
73   Saginaw ISD
74   St. Clair County RESA
75   St. Joseph ISD
76   Sanilac ISD
78   Shiawassee Regional ESD
79   Tuscola ISD
80   Van Buren ISD
81   Washtenaw ISD
82   Wayne RESA
83   Wexford-Missaukee ISD

Dependencies with other fields: Field 3: Operating District Number

Programming edits: When the intermediate school district (ISD) code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the ISD/Educational Service Agency (ESA) number that is submitted in the uploaded file, or a fatal error is reported.

Definition: These codes are the state-assigned ISD/ESA numbers. This is the code of the ISD/ESA that has the operating district or program where the staff member is employed. *For example:* St Joseph ISD's number is "75".

This field applies to position assignment codes "000AX" through "99900".

Field 3: Operating District Number

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Department of Education Budget Fiscal Year (FY) 2005-
2006 PA 154, Section 501
NCLB, 20 USC 6319

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: Five-character, right justified, zero fill

Record position/type: 013-017, character

Database field name: OperatingDistrict

SIF tag: <>

Code/format: This is a five-position field (NNNNN).

Dependencies with other fields: Field 2: Operating ISD/ESA Number

Programming edits: When the local education agency (LEA), public school academy (PSA) or ISD code is invalid or blank, a fatal error is reported. The individual who uploads a file must be the authorized user for the LEA, PSA or ISD number that is submitted in the uploaded file, or a fatal error is reported.

Definition: These codes are the state-assigned LEA, PSA or ISD numbers. Use the LEA, PSA, or ISD number of the district where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district if you have been using four digits. To validate or request a School Code Master number, contact Help-Desk@michigan.gov.

This field applies to position assignment codes "000AX" through "99900".

Field 4: Last Name

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
                                        Department of Education Budget FY 2003-2004 PA 145, §
                                        501
                                        NCLB, 20 USC 6319

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
                                        Help-Desk@michigan.gov

Field specification: 40-character, left justified

Record position/type: 018-057, alpha

Database field name: LastName

SIF tag: <Name/LastName>

Code/format: This is a 40-position field. (Jones   ).
                                        If the last name is longer than 40 letters, place the first 40
                                        letters of the last name in this field and truncate the
                                        remaining characters. If the last name is less than 40
                                        letters, place the entire last name in this field padded with
                                        blanks.

Dependencies with other fields: Field 5: First Name
                                        Field 12: Funded Position Status

Programming edits: If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 4 must be reported as VACANT or a fatal error is reported.

Definition: This is the staff member's last name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff. This field applies to position assignment codes "000AX" through "99900".

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *last* name should say "VACANT."

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the Personnel Identification Code (PIC) number must be used if

changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

Field 5: First Name

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 NCLB, 20 USC 6319; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
Field specification:	40-character, left justified
Record position/type:	058-097, alpha
Database field name:	FirstName
SIF tag:	<Name/FirstName>
Code/format:	This is a 40-position field (Sally). If the first name is longer than 40 letters, place the first 40 letters of the first name in this field and truncate the remaining characters. If the first name is less than 40 letters, place the entire first name in this field, padded with blanks.
Dependencies with other fields:	Field 4: Last Name Field 12: Funded Position Status

Programming edits: If this field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1", Field 5 must be submitted as "FUNDED" or a fatal error is reported.

Definition: This is the employee's first name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of the termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions (below).

Vacant positions: In order to track funded but vacant positions or for positions created since the previous school year and not yet filled: The *first* name should say "FUNDED."

This field applies to position assignment codes "000AX" through "99900".

Field 6: Middle Name

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Department of Education Budget Fiscal Year (FY) 2005-
2006 PA 154, Section 501
NCLB, 20 USC 6319;
IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: 40-character, left justified, blanks accepted

Record position/type: 098-137, alpha

Database field name: MiddleName

SIF tag: <Name/MiddleName>

Code/format: This is a 40-position field
(Alice   ).

If the middle name is longer than 40 letters, place the first
40 letters of the middle name in this field and truncate the
remaining characters. If the middle name is less than 40
letters, place the entire middle name in this field padded
with blanks.

Dependencies with other fields: Field 4: Last Name
Field 5: First Name
Field 12: Funded Position Status

Programming edits: Blanks are accepted. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned), Field 6 must be blank.

Definition: This is the employee's middle name. In order to account for all positions in the district, report all staff members who fill positions that are temporarily vacant because of termination of staff members. Report all pertinent information about the temporary substitute or contractor that would be submitted for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and Department of Community Health. For personal security reasons, these departments do not give staff members' names. For these departments, enter staff members as vacant positions.

This field applies to position assignment codes "000AX" through "99900".

Field 7: Social Security Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code, MCL 380.1231, 388.1233; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 Privacy Act, PL 93-579, Section 7 2005 PA 129-131 and 139
State of Michigan office contact:	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
Field specification:	Nine-character, blanks accepted
Record position/type:	138-146, integer
Database field name:	SocialSecurityNumber
SIF tag:	<>
Code/format:	This is a nine-position field (NNNNNNNNN).
Dependencies with other fields:	Field 8: Credential License Number Field 12: Funded Position Status Field 10: School Assignment Data

Programming edits: If this field is blank for assignment codes "60000" "70000" through "99000" and "000NF", then a fatal error is reported. If this field and Field 8: Credential License Number are blank for position assignment codes "000AX" through "00599", (General Education, Special Education, Career/Tech Education), a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (Vacant, funded, open position, no one assigned), the first five digits of this field must be the district number, or a fatal error is reported.

Definition: This field provides the official identification of each employee. For position assignment codes "000AX" through "00599", either this field or Field 8: Credential License Number must have a value; all other assignments require completion of this field. The Social Security number should be submitted without hyphens or spaces, e.g., 333-22-4444 is entered as 333224444. This field must have a value if the position is vacant.

Vacant positions: In order to track funded but vacant positions:

> The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), followed by four additional numbers (NNNN). For example: Detroit City School District (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

Field 8: Credential License Number

Submission date:	First business day in December and June 30
Field use:	School Aid Act 388.1619; Revised School Code MCL 380.1231, 388.1233; Department of Education Budget Fiscal Year (FY) 2005- 2006 PA 154, Section 501 NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618)
State of Michigan office contact:	Frank Ciloski, Office of Professional Preparation Services (OPPS), 517-373-3310, CiloskiF@michigan.gov
Field specification:	15-character, left justified, pad with blanks
Record position/type:	147-161, alphanumeric
Database field name:	CredentialLicenseNumber
SIF tag:	<>
Code/format:	This is a 15-position field.
Dependencies with other fields:	Field 7: Social Security Number Field 12: Funded Position Status Field 17: Type of Credential Field 10:

Programming edits: If this field and Field 7: Social Security Number are blank for position assignment codes "000AX" through "00599", a fatal error is reported. If the credential number is not a valid number in the Teacher Certification Database (License 2000), a fatal error is reported.

Definition: For position assignment codes "000AX" through "00599", either this field or Field 7: Social Security Number must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. This field applies to position assignment codes "000AX" through "00599". This field is not required for assignment code "000NF" (Jr. ROTC).

The Office of Professional Preparation Services now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. If the credential license number is less than 15 digits, left justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

• For staff members with pending credentials, Field 17: Credential License Number must be coded "02".
• For staff members with position assignment codes "00310" through "00406" and "000NF" who are not required to hold a credential for the position, Field 17 may be coded "00". For staff members with position assignment codes "00310" through "00406" and "000NF" who are required to hold a credential, report the appropriate credential type in Field 17. If a staff member has a split full time

equivalency (FTE) assignment where a credential is required for one assignment but not the other, the credential should be submitted.
• For staff members with life, permanent or continuing certificates without credential numbers, Field 17 must be coded "01", "05", "08", "23", "24", 25", "26", "40", "41", "42", "43", or "55".

Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers for permanent and continuing certificates.
Two methods are available for you to obtain the new credential numbers.

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload a list of all of your teachers. You will then be provided with a list of all the credentials held by an individual. Complete information about the CDX and submission requirements is available at the REP Web site, located at https://www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "Registry of Educational Personnel."
2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Michigan Teacher Certification Status Web site, located at https://mdoe.state.mi.us/teachercert/. You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all credentials held by the individual.

Field 9: Date of Hire

Submission date:	First business day in December and June 30
Field use:	Revised School Code, MCL 380.1231, 388.1233; School Aid Act, MCL 388.1613, 388.1619; Department of Education Budget FY 2003-2004 PA 145, § 501
State of Michigan office contact:	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
Field specification:	10-character, date with slashes
Record position/type:	162-171, date
Database field name:	DateOfHire
SIF tag:	<>
Code/format:	This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 1: Date of Count
Field 12: Funded Position Status
Field 13: Date of Birth

Programming edits: If the field is left blank or does not contain a valid date, a fatal error will be submitted, unless Field 12: Funded Position Status is submitted with a code "1" (i.e., vacant). The date of hire must be prior to the submission date, or a fatal error will be submitted. The date of hire cannot be equal to or within 14 years of the date of birth, or a fatal error will be reported.

Definition: This field identifies the initial date of hire (date employed) for the staff member within the district. A change in position in the district does not change the initial hire date. For example, if a staff member terminates and is re-employed at a later date, a new hire date would be established for that individual. If a substitute teacher is hired to fill a regular teaching position, use the date the substitute teacher was originally hired into the district in the substitute teaching position. For vacant, funded positions (vacancy created since the previous school year and not yet filled), leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Field 10: <u>School Assignment Data</u>

Data elements included: Grade, Full-Time Equivalency (FTE), Wage, Accounting Function Code, Highly Qualified Status, Academic Major, Academic Minor, Administrator Continuing Education, Number of Core Academic Classes Taught

Submission date:	First business day in December and June 30

Field use: Revised School Code, MCL 380.1231, 388.1233, 388.1280;
School Aid Act, MCL 388.1613, 388. 1619;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501
NCLB, 20 USC 6319, 20 USC 6311;
IDEA, 20 USC 1400 (Sec. 618)
IDEA of 2004 – P.L. 108-446, Section 618 (a)(3)

State of Michigan office contact:

Accounting/Function Codes
 Glenda Rader, 517-335-0524, raderg@michigan.gov
Position Assignment Codes
 Office of Professional Preparation Services, 517-373-3310
Teacher Placement Questions
 Office of Professional Preparation Services, 517-373-3310
Endorsement Codes
 Office of Professional Preparation Services, 517-373-3310
School/Facility Codes
 DIT Client Service Center, 517-335-0505,
 Help-Desk@michigan.gov
Career & Technical Education
 Saundra Carter, 571-335-0372, carterse@michigan.gov
Certification Issues
 Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Highly Qualified Status
 Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Academic Major
 Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Academic Minor
 Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Administrator Continuing Education Requirement
 Office of Professional Preparation Services, 517-373-3310
Core Academic Classes
Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Early Childhood
 Jackie Wood, 517-241-4741, woodjac@michigan.gov
 Blanche Deren, 517-241-4289, derenb@michigan.gov
 ~~Connie Robinson, 517-241-4291, robinsonc@michigan.gov~~
Gifted & Talented
 David Mills, 517-373-4213, millsd@michigan.gov
Migrant Program
 Linda Forward, 517-373-4001, forwardl@michigan.gov
Special Education

 Allan Knapp, 517-485-8181, akzoom@aol.com
 Jim Nuttall, 517-335-0454, nuttallj@michigan.gov
Title I
 Margaret Madigan, 517-373-4231, madiganm@michigan.gov
Title IX
 Roberta Stanley, 517-335-0436, stanleyr@michigan.gov

Field specification: 50-character, repeated nine times

Record position/type: 172-621, character

Database field name: SchoolCodePositionAssignmentCurrentGrade/Educational Setting/SpecialEducationPrimary AgeGroup AssignmentFTEWageAccounting/FunctionCodeHighly QualifiedAcademicMajorAcademicMinorAdministratorContinuing EducationNumberofClassesTaught

SIF tag: <>

Code/format: This is a 450-position field formatted with eleven codes that are repeated nine times: school (NNNNN), position assignment (NNNAA or NNNNN), Current Grade-level/Educational Setting/Special Education Primary Age Group assignment (Integer), FTE (N.NN), Wage (NNN.NN), Accounting/Function Code (NNN), Highly Qualified Status (N), Academic Major (N), Academic Minor (N), Administrator Continuing Education Requirement (N), and Number of Core Academic Classes taught (N).

Dependencies with other fields:

Field 7: Social Security Number	Field 25: Employment Status
Field 8: Credential License Number	Field 26: Date of Termination
Field 12: Funded Position Status	Field 28: Annual Salary
Field 17: Type of Credential	Field 29: MI Sponsoring Institution
Field 18: Date Credential Issued	
Field 19: Date of Expiration	Field 30: Non-MI Sponsoring Institution
Field 24: Hours of Professional Development	

Programming edits: Field 10 must be submitted when reporting the termination of an employee in Field 25: Employment Status (codes "00" through "19") and Field 26: Date of Termination. When reporting a vacant funded position in Field 12: Funded Position Status, Field 10 must be submitted; each section of position one must have a value.

The following programming edits are applicable when a position assignment code is submitted:

School Assignment: When a school/facility code is invalid, blank, or not in the School Code Master, a fatal error is reported. For staff members submitted in a closed school/facility, the close date of the school/facility in the School Code Master cannot be prior to July 1 of the current submission year, or a fatal error is reported.

Position Assignment: When a position assignment code is invalid (not included in the official list of position assignment codes in Field 10) or blank, a fatal error is reported. If a "4" or "5" is submitted in Field 12: Funded Position Status for position assignment codes "000AX" through "00599", "60300 or "60400", Code "11", "12", "13" or "53", or the appropriate credential type for a credentialed employee must be submitted in Field 17: Type of Credential. The position assignment code must be a valid code as listed in the field descriptions in Field 10, or a fatal error is reported.

Day-to-Day Substitute Teachers ("00SUB") and Day-to-Day Substitute Paraprofessionals/aides ("00PAR"): For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides, submit the school/facility and the assignment code "00SUB" or "00PAR" in field 10. Do not submit any other field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code "00SUB" or "00PAR" and the school/facility only in field 10. **The remaining data elements in this field must be left blank or a fatal error will be reported.**

Non-instructional staff members who work less than 0.5 FTE: For non-instructional staff members (assignment codes 81500 through 99900) who work less than 0.5 FTE, submit the school/facility, the appropriate assignment code and the FTE in Field 10. Do not submit any other field 10 data elements, or a fatal error will be reported. For bulk upload files, submit the appropriate assignment code, the school/facility and the FTE only in field 10. The remaining data elements in this field must be left blank or a fatal error will be reported.

Fields 1-5, 9-10, 16, 25 and 28 must be reported for all staff members (See Appendix A for reporting requirements for assignment codes "00SUB" Day-to-day substitute teachers, "00PAR" Day-to-day substitute paraprofessionals/aides and non-instructional staff members with a FTE of less than 0.5.) Position assignment codes are reported for the remaining fields as follows:

If the position assignment code is between "000AX" and "00599" "60300" or "60400", then Field 7: Social Security Number or Field 8: Credential License Number, Field 12: Funded Position, Field 17: Type of Credential, Field 18: Credential Issue Date, Field 19: Credential Expiration Date (when required for credential type), Field 24: Professional Development, and Field 29: Michigan Sponsoring Institution or Field 30: Non-Michigan Sponsoring Institution must be submitted (Field 29 and Field 30 are required to be submitted for new teachers only), or a fatal error will be reported.

If the position assignment code is between "70000" and "79999", then Field 12: Funded Position, Field 17: Type of Credential, and Field 24: Professional Development must be submitted, or a fatal error is reported.

If the position assignment code is "60100", "60200", "60600", "60700" or "80000" through "99900", then Field 17: Type of Credential must be submitted with zeros, or a fatal error is reported. Field 12: Funded Position Status must be left blank, or a fatal error is reported unless the position is submitted as a vacant position or as an on-leave position.

Grade Assignment: When the grade level and educational setting are incorrect or blank for an employee (position assignment codes "000AX" through "99900"), a fatal error is reported. If both a grade level and an educational setting are submitted, a fatal error is reported.

Educational Setting/Special Education Primary Age Group A fatal error will be reported if the primary age group is not submitted under the Educational Setting for special education assignment codes "00110" through "00280" and "00403" through "00405".

FTE: If the FTE is left blank or is less than 0.00, a fatal error is reported. If the FTE is greater than 2.0, a fatal error is reported.

Wage: Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and full-time base annual salary. Both fields must have a value. If the hourly wage is submitted in this field, Field 28: Full-Time Base Annual Salary must have either the annual salary or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The annual salary cannot exceed $300,000; the hourly wage cannot exceed $999.99. When Field 12: Funded Position Status uses code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Annual Salary, or a fatal error is reported.

Accounting/Function Code: When the accounting function code is invalid (not included in the official list of accounting/function codes as listed in this manual) or left blank, a fatal error is reported. Accounting/function codes "111" through "135" may only be submitted for position assignment codes "000AX" through "00599", "60300 or "60400", code "94100", and "80000" through ""80015" ~~"81300"~~", or a fatal error is reported.

Note: This field must be submitted if codes "01" through "19" are used in Field 25: Employment Status and a termination date is given in Field 26: Date of Termination.

Highly Qualified Status: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a ~~required~~ core academic position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For non-core academic position assignment codes that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Academic Major: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a ~~required~~ core academic position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB; see Assignments to General Education). For non-core academic position assignment codes that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Academic Minor: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for a ~~required~~ core academic position assignment code between "000AX" and "00599" (core academic instructional staff members as defined in NCLB, see Assignments to General Education). For non-core academic position assignment codes that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Administrator Continuing Education: A fatal error is reported if a "1" (yes) or "2" (no) is not submitted for required position assignment codes "70000" through "79999". (See administrative position assignment codes for specific position assignment codes to be submitted.) For position assignment codes that are not required to be submitted for administrator continuing education, report "0" (not applicable) in this position.

Number of academic classes taught: For the core academic subject areas in assignment codes "000AX" through "000ZZ", a fatal error is reported if this position does not contain a value from "1" to "9". Reporting of the number of classes taught for non-core academic subject areas is optional. Districts must report a code "0" to "9" for the non-core academic subject areas in assignment codes "000AX" through "000ZZ". A valid of "0" to "9" must be submitted for assignment codes "000AX" through "000ZZ", or a fatal error will be reported. All other assignment codes ("00500" through "99900") must be submitted with a code of "0" or a fatal error is reported.

Educational Setting/ Special Education Primary Age Group A fatal error will be reported if the primary age group is not submitted under the Educational Setting for special education assignment codes "00110" through "00280" and special education instructional aide 00403, 00404, and 00405.

Definition: This field identifies the school/facility where the staff member is employed by assignment, grade level, FTE, wage, and accounting/function code, as well as the school district's determination of whether the teacher or paraprofessional/aide meets the definitions of "highly qualified" for each instructional assignment, as required by the Elementary and Secondary Education Act as reauthorized by the *No Child Left Behind Act of 2001*. This field is repeated nine times, with the employee's primary position (i.e., greatest FTE) submitted in the first position of Field 10. Districts are to report all position assignments for each staff member. This field applies to position assignment codes "000AX" through "99900". This field must be submitted when codes "01" through "19" are submitted in Field 25: Employment Status and when Field 26: Date of Termination of Employment is submitted.

School Code: Five-digit code (NNNNN)

Definition: These codes are the state-assigned numbers in the School Code Master. *This field also provides the relational link to all the core data sets in the warehouse.* This is the number of the school where the staff member is employed.

The School Code Master (SCM) numbers have always been five digits. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or ancillary facility may receive a five-digit number. For requesting a School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to Help-Desk@michigan.gov.

Schools: For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical school/facility) that generally can be defined by eight characteristics:
- Administrators. A school has one or more administrators or directors, usually called the principal(s), who report to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K – 12 instruction.
- Students. A school has one or more students in grades K – 12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through the twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.
- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

Programs: Programs are different from schools. The following are generally true about a program:
- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K – 12 education.
- Students are referred by another public agency/school, and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K – 12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9 – 12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

Ancillary Facilities: There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., day-care programs in hospitals, alternative education programs in a community center) or they may be noninstructional facilities (e.g., field houses, bus garages, etc.). An ancillary facility may receive a separate code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K – 8, 9 – 12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K – 12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one school/facility but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

Position Assignment: Five-digit code (NNNAA or NNNNN)

Beginning with the End-of-Year 2006 REP Submission, all school personnel must be reported in the REP regardless of the FTE count.

Definition: The following pages include the subject area codes that the staff members have been assigned. In general education, it is important to select the subject area position assignment code that most accurately identifies the subject area being taught by the individual teacher. **Districts are to report all subject area assignment codes for staff members with multiple assignments.** The primary assignment should be listed first if multiple subject area assignments are being reported for one individual. For example, if a teacher's assignment is teaching English 0.6 FTE and History 0.4 FTE, report "000BA" (English) in the first position of Field 10 and "000CC" (History) in the second position of Field 10. *Place the numerals "000" (zero) before each two-letter subject code. Do not use the letter "o" for this purpose.*

In *special education assignments,* use the numeric codes found under the Special Education Assignments: Instructional Personnel Codes, Teacher Consultant Personnel Codes, Special Education Support Personnel Codes, or Additional Special Education Personnel. For example, if a teacher's assignment is in a classroom for students with learning disabilities, the code is "00150"; a Teacher Consultant for students

with learning disabilities is "00230"; Director of Special Education is coded "75261". If a special education teacher is providing direct instruction in a core academic subject area(s), report the appropriate core academic assignment code(s) for the position.

In *administrator assignments,* the primary position held by the individual administrator is listed first if more than one assignment exists for the employee. For example, if an employee serves as assistant principal for the majority of the class day and teaches for a third of the day, the requirement is to list the assistant principal position as the primary position and the teaching assignment in the next position.

In *noncertified/nonlicensed assignments for codes "81500" and "99900",* select the assignment(s) that identifies the position held by the employee as accurately as possible. The school year 2002-2003 was the first year of collection for these assigned positions. Careful consideration is recommended for selections made for each employee in the district.

For substitute teachers, day-to-day substitute teachers, and contractors, report all full-time and part-time substitute teachers and contractors who are filling regular positions. For example, if the district has employed an individual under a full-year permit to fill a math position, report the individual as a regularly employed math teacher. In Field 17: Type of Credential, report code "11", Permit, full-year. This same procedure is followed for individuals employed under emergency (Field 17, code "12") and 1233B (Field 17, code "13") permits who have been employed to fill regular teaching positions. Use the correct code in Field 17 for each type of permit used. For contracted employees, report the appropriate assignment code for the position. Report all remaining fields as appropriate for the assignment code reported in Field 10.

For day-to-day substitute teachers and day-to-day substitute paraprofessionals/aides and assignments codes "81500" through "99900" with an FTE of less than 0.5, refer to Appendix A in this manual for instructions regarding an alternate reporting option.

For certified/noncertified positions, if the district employs an individual in a split position as a teacher for 0.8 FTE and a paraprofessional/aide for 0.2 FTE, report the certified position as the primary assignment and the paraprofessional/aide as the secondary.

For bus drivers, use the administrative school/facility code ("00000") for bus drivers unless the bus garage has a separate school/facility code. Bus garages may have separate school/facility codes.

Fields 1-5, 7, 9-10* (or 28), 11***, 13-17, and 25-27 must be reported for all staff members. Position assignment codes are reported for remaining fields as follows:

Numeric Range of Assignment Codes	Social Security or Credential Number Field 7 or 8	Funded Position Field 12	Credential Type Field 17	Credential Issued Date Field 18	Credential Expiration Date Field 19	Prof. Dev. Field 24	Sponsoring Institutions Report Either Field 29, or Field 30
000AX-00599	yes	Yes	yes	yes	yes	yes	yes**
60000-60700	yes	Yes	yes	no	no	no	no
70000-79999	yes	Yes	yes	no	no	yes	no
80000-81300	yes	No	yes	no	no	no	no
81500-99900	yes	No	yes	no	no	no	no

*Since fall 2003, districts have been able to report an hourly wage in Field 10 and an annual salary in Field 28. Both fields must have a value or a fatal error is reported.

**Field 29 or 30 must be submitted for teachers in their first three years of employment in the profession of teaching.

***Field 11: Title I and Title II, Part A, must be submitted for assignment codes "000AX" through "00594". See Field 11 for specific instructions.

Assignments to General Education (NNNAA)

**Report Highly Qualified Status, Academic Major Status, and Academic Minor Status for core academic general education assignments as indicated. All core academic assignment codes are indicated with the ** for assignment codes "000AX" through "000ZZ".
***Report Highly Qualified Status for special education and alternative education teachers who provide direct instruction in the core academic subjects.

English Language Arts
000AX --Communication Arts**
000BX --Language Arts**
000BA --English**
000BC --Journalism--
000BD --Speech
000BR --Reading Title I**
000BT---Reading**

Social Sciences
000RX --Social Studies**
000CA --Economics**
000CB --Geography**
000CC --History**
000CD --Political Science**
000CE---Psychology
000CF---Sociology
000CH --Anthropology
000CL---Cultural Studies
000CM--Behavioral Studies
000CX --Social Science**
000NJ--- Environmental Studies
000PR -- Religion-
000PS -- Philosophy
000PX -- Humanities

Science
000DX --Science**
000DA --Biology**
000DC --Chemistry**
000DE --Physics**
000DH --Geology-Earth Science**
000DO --Astronomy**
000DI ---Integrated Science**
000DP---Physical Science**

Mathematics
000EX – Mathematics**

World Language
000FA --French**
000FB --German**
000FC --Greek
000FD --Latin**
000FE --Russian
000FF---Spanish**
000FG --Other World Languages
000FH --Italian
000FI ---Polish
000FJ ---Hebrew
000FL --Japanese Language and Culture
000FR --Chinese
000FY --Arabic
000NS -- English As a Second Language (Bilingual Education)
000YA--Bilingual French
000YB --Bilingual German
000YC--Bilingual Greek
000YE --Bilingual Russian
000YF --Bilingual Spanish
000YH--Bilingual Italian
000YI---Bilingual Polish
000YJ---Bilingual Hebrew
000YK--Bilingual Arabic
000YL --Bilingual Other
000YM -Bilingual Vietnamese
000YN--Bilingual Korean
000YO--Bilingual Yugoslavian
000YP --Bilingual Chaldean
000YR --Bilingual Chinese
000YS --Bilingual Filipino

000YT-- Bilingual Japanese

Business
000GX - Business Education
000GA - Accounting
000GH - Business Administration
000GI -- Secretarial Science
000GM- Distributive Education

Technology
000IX -- Industrial Technology
000ND - Library Media
000NR - Computer Science
000TX-- Technology Education
000NP-- Educational Technology

The Arts
000JX -- Music Education**
000LX-- Art**
000LQ-- Visual Arts Education
000LZ-- Visual Arts Education Specialist
000MH- Dance**
000OX - Fine Arts**
Support Services
000NT-- Guidance and Counseling
00360--- Occupational Therapy
00370--- Physical Therapy
000NU - Occupational/ Physical Therapy
000NY - School Nurse

Wellness
000MA -Health
000MB --Physical Education
000MD -Recreation
000MX -Health, Physical Education
       and Recreation
000NZ --Sex Education

Miscellaneous
000HX --Agriscience and Natural
       Resources
000KH --Family and Consumer
       Education
000NC --Driver and Safety
       Education
000NF --Jr. ROTC
000NX --Other
Level-Related Assignments
000ZA --Early Childhood
       Education**
000ZG --General Elem. K-5 all
       subjects, K-8 Self-
       Contained**
000NX --Other
000ZZ – Alternative Education self-
       contained classroom)
00SUB – Day-to-Day Substitute
       Teacher (See Appendix
       A)
00PAR – Day-to-Day Substitute
       Paraprofessional/Aide
       (See Appendix A)

> *Note:* The assignment codes "000LQ" (Visual Arts Education), "000LZ" (Visual Arts Education Specialist), "000CX" (Social Science), "000NP" (Educational Technology) and "000NU" (Occupational/Physical Therapy) will be phased out in the future. Districts are requested to report the following assignments as indicated.
>
> **Art Education**: Districts are to report "000LX" (Art) for all art assignments rather than "000LQ" (Visual Arts Education) and "000LZ" (Visual Arts Education Specialist).
>
> **Educational Technology:** Districts are to report "000TX" (Technology Education) for technology assignments rather than "000NP" (Educational Technology).
>
> **Social Studies**: For general social studies districts are to report "000RX" (Social Studies) rather than "000CX" (Social Science).
>
> **Occupational/Physical Therapy**: Districts are to report "00360" (Occupational Therapy) and "00370" (Physical Therapy) rather than "000NU" (Occupational/Physical Therapy).

Special Education***
Use number codes
Vocational Education
Use number codes

> ****Report Highly Qualified Status for special education and alternative education teachers who provide direct instruction in the core academic subjects.*

Note: Early Childhood ("000ZA") is listed as a core academic subject area. The assignment codes for Journalism "000BC" and Speech "000BD" and Early Childhood Education "000ZA" are no longer listed as core academic subject areas. These changes were made by the Michigan Department of Education, Office of Professional Preparation Services (OPPS).

For reporting kindergarten and pre-kindergarten personnel, follow these guidelines from the Michigan Department of Education, Office of Professional Preparation Services:

Kindergarten teachers should be submitted with the assignment code "000ZG" (General Elementary) and as highly qualified or not highly qualified as appropriate for the staff member.
Pre-kindergarten teachers should be submitted with the assignment code "000ZA" (Early Childhood Education). Reporting highly qualified status is not required for these teachers.

The Michigan Department of Education, Office of Professional Preparation Services prepared the following chart to assist districts in the selection of assignment codes for the various subject areas taught by the instructional staff in a district. Column one, "REP Assignment Code," lists the actual assignment codes as they appear in Field 10. Column two, "REP Class Assignment Title," lists the assignment code title for each specific REP assignment code. Column three, "Examples of Types of Subject Area Classes," lists examples of the types of subjects that would be included for each assignment code in the REP. This list does not include all subjects that may be taught by all districts, but is meant to aid the district in determining which assignment code to use for the instructional staff for these or similar types of subject areas.

REP Assignment Code	REP Class Assignment Title	Examples of Types of Subject Area Classes Use REP Assignment Code listed in the first column for classes with these or similar titles
English Language Arts		
000AX	Communication Arts	Communication Arts
000BX	Language Arts	Language Arts
000BA	English	English Grammar Research Writing Creative Writing Composition Poetry Literature Great Books Shakespeare
000BC	Journalism	Journalism Year Book Media School Newspaper
000BD	Speech	Speech Communications Debate Drama Forensics News/Broadcasting Public Speaking Oral Interpretation
000BR	Reading – Title I	Reading – Title I
000BT	Reading	Reading Linguistics Developmental Reading
Social Sciences		
000RX	Social Studies	Social Studies
000CA	Economics	Economics
000CB	Geography	Geography Global Geography Michigan Geography U.S. Geography Global Issues

		The Global Village
		Western Hemisphere
		Eastern Hemisphere
		World Regions
000CC	History	History
		Michigan History
		U.S. History
		World History
		European History
000CD	Political Science	Political Science
		American Government
		Government
		Civics
		Contemporary World Issues
		American Problems
		Current Events
000CE	Psychology	Psychology
000CF	Sociology	Sociology
000CH	Anthropology	Anthropology
000CL	Cultural Studies	Cultural Studies
		Cultural Anthropology
		Modern Popular Culture
000CM	Behavioral Studies	Behavioral Studies
000CX	Social Science	Districts are requested to report 000RX for general social studies/social science assignments. The assignment code 000CX will be phased out in the future.
000NJ	Environmental Studies	Environmental Studies (based on a social science perspective)
000PR	Religion	Academic Study of Religion
		World Religions
000PS	Philosophy	Philosophy
000PX	Humanities	Humanities

Science

000DX	Science	Science
		Integrated Science
		General Science
		Applied Science
		Integrated Physical and Earth Science
000DI	Integrated Science	Integrated Science
000DA	Biology	Biology
		Ecology
		Botany
		Zoology
		Human Anatomy and Physiology
		Life Science
		Biochemistry
		Genetics
		Microbiology

000DC	Chemistry	Chemistry Organic Chemistry Biochemistry
000DE	Physics	Physics
000DH	Geology/Earth Science	Geology/Earth Science Earth Science Earth/Space Science
000DO	Astronomy	Astronomy
000DP	Physical Science	Physical Science

Mathematics

000EX	Mathematics	Mathematics Arithmetic Number Theory Pre-Algebra Geometry Calculus Statistics College Algebra Trigonometry Solid Geometry Title I Mathematics

World Language

000FA	French	French Language, Grammar and Culture
000FB	German	German Language, Grammar and Culture
000FC	Greek	Greek Language, Grammar and Culture
000FD	Latin	Latin Language, Grammar and Culture
000FE	Russian	Russian Language, Grammar and Culture
000FF	Spanish	Spanish Language, Grammar and Culture
000FH	Italian	Italian Language, Grammar and Culture
000FI	Polish	Polish Language, Grammar and Culture
000FJ	Hebrew	Hebrew Language, Grammar and Culture
000FL	Japanese	Japanese Language, Grammar and Culture
000FR	Chinese	Chinese Language, Grammar and Culture
000FY	Arabic	Arabic Language, Grammar and Culture
000FG	Other World Language	Specific Language, Grammar and Culture
000NS	English as a Second Language	ESL Classes - Classes taught in English which is second language for students in the class
000YA – 000YT	Bilingual Education	Classes taught both in English and other language See General Education Assignment List for specific language used.

Business

000GX	Business Education	All listed subject areas may be submitted as Business Education
000GA	Accounting	Accounting
000GH	Business Administration	Business Administration Business Education Business Communications Business Law Business Management

000GI	Secretarial Science	Secretarial Science Business Technology
000GM	Distributive Education	Marketing Education Distributive Education

Technology

000IX	Industrial Technology	Industrial Technology Industrial Arts Drafting/Computer Assisted Design Woods, Metal, and Plastics Technologies Electricity/Electronics Graphic Arts Automotive and Small Engine Technology Manufacturing Construction Transportation Communication Technologies Power and Energy
000ND	Library Media	Library Media Library Media Specialist School Library Librarian
000NR	Computer Science	Computer Science Programming Computer Networking Advanced Web Design
000TX	Technology Education	Technology Education Technology and Design Concepts of Technology Bio-related Technologies Information Technology
000NP	Educational Technology	Districts are requested to report Educational Technology assignments as 000TX. The assignment code 000NP will be phased out in the future.

The Arts

000JX	Music Education	Music Education General Music Marching Band Concert Band Orchestra Choral Music Strings Music Theory Keyboards Jazz Ensemble Wind Ensemble Choir
000LX	Art Education	Visual Arts Visual Studies Art

		Drawing Painting Illustration Sculpture Ceramics/Pottery Design Art Appreciation Computer Graphics and Design Video Photography Film Art History Art Criticism Aesthetics Fiber Arts Jewelry Digital/New Media Design
000LQ	Visual Arts Education	Districts are requested to report "000LX" for Art Education assignments. The assignment code 000LQ will be phased out in the future.
000LZ	Visual Arts Education Specialist	Districts are requested to report "000LX" for Art Education assignments. The assignment code 000LZ will be phased out in the future.
000MH	Dance	Dance Folk Dance Jazz Ballet Modern Dance Square Dance Tap Ballroom Dancing
000OX	Fine Arts	Fine Arts Interdisciplinary Arts Arts Exploratory

Support Services

000NT	Guidance and Counseling	School Guidance Counselor
000NU	Occupational/Physical Therapy	Districts are requested to report "00360" for Occupational Therapy assignments and "00370" for Physical Therapy assignments. The assignment code 000NU will be phased out in the future.
00360	Occupational Therapy	Occupational Therapy
00370	Physical Therapy	Physical Therapy
000NY	School Nurse	School Nurse

Wellness

000MA	Health	Health Personal Hygiene
000MB	Physical Education	Physical Education Physical Fitness

		Specific team sports (football, volleyball, etc.)
000MD	Recreation	Outdoor Recreation Specific personal sports (badminton, golf, tennis, bowling, etc.)
000MX	Health, Physical Education, Recreation, and Dance	Use only for classes that combine health, physical education, recreation, and dance (or at minimum combine health and physical education)
000NZ	Sex Education	Sex Education

Miscellaneous

000HX	Agriscience and Natural Resources	Classes related to plant science, animal science, natural resources, farm business management, and small engine repair.
000KH	Family & Consumer Sciences	Family & Consumer Sciences Parenthood Education Nutrition Science Pre-employment skills Family Relationships Essential Health & Living Skills Balancing Work & Family Pre-parenthood Life Management Nutrition & Foods Consumer Education Family Living Life Survival Skills Personal Living
000NC	Driver and Safety Education	Driver and Safety Education
000NF	Jr. ROTC	Junior ROTC
000NX	Other	Assignment not listed

Level-Related Assignments

000ZA	Early Childhood Education	Pre-Kindergarten: Michigan School Readiness Program Pre-School: Tuition Based Birth to age 4 Head Start
000NX	(Other)Alternative Education	Alternative Education
000ZG	General Elem. K-5 all subjects, K-8 Self-Contained	Teaching all core subjects in self-contained classrooms in any grade between kindergarten and grade 8.

Assignments to Special Education (NNNNN)

Instructional Personnel Codes:
    00110 Educable Mentally Impaired (SA)
    00120 Trainable Mentally Impaired (SA)
    00130 Severely Mentally Impaired (SA)
    00140 Emotionally Impaired (SE)
    00150 Learning Disabled (SM)
    00160 Hearing Impaired (SL)
    00170 Visually Impaired (SK)
    00180 Physically or Otherwise Health Impaired (SC)
    00190 Severely Multiply Impaired (SA, SL, SK, and SC)
    00191 Preprimary Impaired
    00192 Speech/Language Impaired (SB)
    00193 Autistic Impaired (SV)
    00194 Resource Room

Teacher Consultant Personnel Codes:
    00200 Teacher Consultant: Autistic Impaired
    00210 Teacher Consultant: Mentally Impaired (SU)
    00220 Teacher Consultant: Emotionally Impaired
    00230 Teacher Consultant: Learning Disabled
    00240 Teacher Consultant: Hearing Impaired
    00250 Teacher Consultant: Visually Impaired
    00260 Teacher Consultant: Physically or Otherwise Health Impaired (SI)
    00270 Preprimary Home Program/Ancillary Service Staff
    00280 Homebound/Hospitalized
    00290 Teacher of Speech/Language Impaired Non-Classroom Program
    00291 Physical Education for the Handicapped

Special Education Support Personnel Codes:
    00310 School Social Work (including non-special education)
    00320 School Psychologist (SG)
             Director of Special Education (see administration assignment section)
             Supervisor of Special Education (see administration assignment section)
    00350 Curriculum Resource Consultant
    00360 Occupational Therapist
    00370 Physical Therapist

Additional Special Education Personnel Codes:
    00380 Misc. Other Professional Personnel
    00381 Audiologist
    00383 Registered Music Therapist
    00384 Registered Nurse
    00385 Orientation and Mobility Specialist
    00386 Registered Recreational Therapist
    00387 Work Study Coordinator
    00388 Physician
    00389 Registered Art Therapist
    00390 Occupational Therapist Assistant
    00391 Physical Therapist Assistant
    00392 Orientation and Mobility Assistant
    00403 <u>Special Education "Instructional" Aide (ONLY)</u> ~~Instructional Aide (including health care aides), as defined in Individual Education Plan (IEP)~~
    <u>00404</u> <u>Special Education "Non-Instructional" Aide</u>
    <u>00405</u> <u>Special Education Early Childhood Instructional Paraprofessional/Aide</u>
    00406 Interpreter for the Deaf

> *Note:* Special education teachers who provide direct instruction in the core academic subjects to students must meet the definition of a highly qualified teacher for the subject. The Michigan Department of Education has determined that a special education teacher with an elementary certificate may be considered highly qualified for that assignment. A special education teacher who has taken and passed the general elementary test (Michigan Test for Teacher Certification-MTTC) may be considered highly qualified for any K-12 special education assignment.

Assignments to Career/Tech Education (NNNNN) 00500-00599

Vocational Agriscience and Natural Resources Pathway ~~Agriculture~~ **(VA)**

00501	Agriculture, Agricultural Operations and Related Sciences	(01.0000)
00502	Natural Resources and Conservation	(03.0000)
~~00503~~	~~Agricultural Mechanics and Equipment/Machinery Technology~~	~~(02.0205)~~

Marketing Education (VM) ~~(VD)~~

00510	Marketing Sales and Services	(52.1999)

Vocational Hospitality (VZ – formerly VH with occupational endorsement)

00523	Personal and Culinary Services (with occupational endorsement)	(12.9999)

Family and Consumer Sciences (formerly Home Economics) (VH):

00520	Family and Consumer Sciences	(19.0000)

Vocational Human Services Pathway

00521	Child & Custodial Care Services (with occupational endorsement) **(VC)**	(19.0700)
00524	Education General **(VG formerly VT)**	(13.0000)
00531	Cosmetology **(VE)**	(12.0400)
00538	Public Safety/Protective Services **(VF)**	(43.0100)

Vocational Engineering, Manufacturing, Industrial and Technology Pathway

~~**Trade and Industrial Education**~~ **(VT)**

00532	Plastics Engineering Technology/Technician	(15.0607)
00533	Industrial Production Technology/Technicians	(15.0612)
00534	Home Furnishings Equipment Installers and Consultants	(19.0605)
00535	Electrical, Electronics and Communication Engineer	(14.1001)
~~00536~~	~~Custodial, Housekeeping and Home Services~~	~~(19.0699)~~
00539	Electrical & Power Transmission Installation	(46.0301)
00540	Construction Trades	(46.0000)
00541	Building Maintenance	(46.0401)
00542	Electrical/Electronics Equipment Installation and Repair	(47.0101)
00543	Appliance Installation and Repair Technology	(47.0106)
00544	Electro-Mechanical Technology	(15.0403)
00545	Heating, Air Conditioning, Ventilation, and Refrigeration	(47.0201)
00546	Industrial Equipment Maintenance & Repair	(47.0399)
00549	Collision Repair Technician	(47.0603)
00550	Automobile Technician	(47.0604)
00551	Medium and Heavy Truck Technician ~~Technology~~	(47.0613)
00552	Small Engine & Related Equipment Repair	(47.0606)
00553	Airframe Technology	(47.0607)
00554	Power Plant Technology (Aircraft)	(47.0608)
00560	Drafting and Design Technology	(15.1301)
00561	Surveying Engineering	(14.3801)
00564	Machine Tool Operation/Machine Shop	(48.0501)
00566	Welding, Brazing, and Soldering	(48.0508)
00567	Woodworking General	(48.0701)
00568	Precision Production Trades General	(48.0000)
00569	Aeronautics/Aviation/Aerospace Science and Technology	(49.0101)
00570	Marine Maintenance	(47.0616)

Vocational Arts and Communication Pathway (VT)

00530	Radio & Television Broadcasting Technology	(10.0202)
00562	Graphics Communications	(10.0301)
00563	Visual Communications Technology	(50.0401)
00571	Visual and Performing Arts	(50.0101)

Vocational Health Science Pathway (VS) ~~Health (VT)~~

00580	Health Sciences	(51.0000)

Vocational Business, Management, Marketing and Technology Pathway ~~Business Education~~ **(VB)**

00591	Information Technology	(11.1000)
00593	Finance and Financial Management Services	(52.0800)
00594	Business Administration Management and Operations	(52.0299)

Early Childhood Education

60100	Early Childhood Specialist
60200	Early Childhood Classroom Teacher – Bachelor's Degree in Child Development without an Early Childhood Endorsement (ZA)
60300	Early Childhood Classroom Teacher– Valid Michigan Teacher Certificate with an Early Childhood Endorsement (ZA)
60400	Early Childhood Classroom Teacher – Valid Michigan Teacher Certificate with a Child Development Associate (CDA) Credential
60600	Parent Educator/Home Visitor
60700	Parent Educator/Non-Home Visitor
80015	General Education Early Childhood Classroom Paraprofessional/Aide

Assignments to Administration (NNNNN)

Title: (NN

70	Superintendent
71	Assistant Superintendent
72	Administrator
73	Principal
74	Assistant Principal
75	Director
76	Supervisor
77	Coordinator
78	Consultant
79	Assistant Director

> An assignment for an administrator is coded as a 5-digit number. Select from each of the categories given. For example: A superintendent of a district would be coded as follows:
>
> | | |
> |---|---|
> | Title (NN) | 70 |
> | Level (N) | 2 |
> | Function (NN) | 00 |
>
> Report 70200 in the REP for a district superintendent.

Level: N

1	ISD
2	District (LEA, PSA)
3	School
4	Program
5	Regional

Function: NN)

00	Chief Administrative Officer for District/ISD	34	Human Resources
01	School Management (e.g., administrator, principals, and others in management roles)	40	Legal Affairs
		41	Migrant Education
		42	Plant/Facilities Maintenance
		43	Professional Development
10	Adult, Continuing, and Community Education	50	Recreation
		51	Regional Educational Media Center (REMC)
11	Athletics		
12	Behavioral/Classroom Management	52	Research and Evaluation
		60	Security
13	Bilingual/LEP Education	61	Special Education
14	Budget/Accounting	62	State/Federal Programs
15	Business/Finance	63	Subject Area (e.g., Alternative Education, Department Chair)
16	Career and Technical Education		
17	Communications and Media	70	Title I
18	Curriculum and Instruction	71	Technology
30	Day Care/Preschool/Early Childhood	72	Transportation
		73	Transition
31	Family/Community Support	74	Title IX Gender Equity Coordinator
32	Food Service		
33	Gifted and Talented	99	Other

Administrator Continuing Education Requirement

Administrative Rule 380.1201 mandates that all current and future school administrators employed in a school district, public school academy, or intermediate school district as superintendent, principal, assistant principal, chief business official, or other person whose primary responsibility is administering instructional programs, comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing educational requirement. The following positions need to meet that requirement:

1. Superintendent
2. Assistant Superintendent/Director of Educational Services
3. Early Education Services Director
4. Principal
5. Assistant Principal
6. Director of Technical & Education Center
7. Technology, Employment & Community Services Director
8. Director of Finance & Operations
9. Principal at the Development Center
10. Supervisors/Directors of Special Education
11. Supervisor of Planning/Monitoring
12. Supervisor of Adult Education & Training Services (Technical & Education Center)
13. Supervisor of Student Services (Technical & Education Center) – If this person has direct responsibility over any instructional programs, then report.
14. Supervisor of Financial & Accounting Services
15. Assistant Director of Early Education Services
16. Supervisor of Learning Resource Unit (Employee that oversees training for local district personnel, and guides them in meeting curriculum requirements and reading initiatives)
17. Supervisor of the Math & Science Center (Technical Center)
18. Coordinator of Parents as Teachers (0-5 program), Early Education Services
19. Even Start Coordinator
20. Michigan School Readiness Program Coordinator

Dr. Frank Ciloski in the Office of Professional Preparation Services (OPPS), Michigan Department of Education, provided the above information. Questions concerning the reporting of the Administrator Continuing Education requirement should be directed to OPPS at 517-373-3310.

Paraprofessional/Aide Assignments (NNNNN)

80000   Paraprofessional/Aide

Title I Paraprofessionals/Aides (Title I Instructional Paraprofessionals/aides must report NCLB/Highly Qualified status as marked below with the double asterisk **)

80001   Title I Non-Instructional Paraprofessional/Aide in a Schoolwide Program
80002   Title I Instructional Paraprofessional/Aide in a Schoolwide Program**
80003   Title I Instructional Early Childhood Paraprofessional/Aide in a Schoolwide Program**
80004   Title I Non-Instructional Paraprofessional/Aide in a Target-Assistance Program
80005   Title I Instructional Paraprofessional/Aide in a Target-Assistance Program**
80006   Title I Instructional Early Childhood Paraprofessional/Aide in a Target-Assistance Program**
80007   Title I Special Education Non-Instructional Paraprofessional/Aide in a Schoolwide Program**
80008   Title I Special Education Instructional Paraprofessional/Aide in a Schoolwide Program**

80009 <u>Title I Special Education & Early Childhood Instructional Paraprofessional/Aide in a Schoolwide Program**</u>
80010 <u>Title I Special Education Non-Instructional Paraprofessional/Aide in a Target-Assistance Program</u>
80011 <u>Title I Special Education Instructional Paraprofessional/Aide in a Target-Assistance Program**</u>
80012 <u>Title I Special Education & Early Childhood Instructional Paraprofessional/Aide in a Target-Assistance Program**</u>

<u>Non-Title I Paraprofessionals/Aides</u>
80014 <u>General Education Instructional Paraprofessional/Aide</u>
80015 <u>General Education Early Childhood Classroom Instructional Paraprofessional/Aide</u>

<u>Special Education Paraprofessionals/Aides</u>
00403 <u>Special Education Instructional Paraprofessional/Aide (ONLY)</u> ~~Instructional Aide (including health care aides), as defined in Individual Education Plan (IEP)~~
00404 <u>Special Education Non-instructional Paraprofessional/Aide</u>
00405 <u>Special Education Early Childhood Instructional Paraprofessional/Aide</u>

~~80100   Aide/Paraprofessional, Bilingual/LEP~~
~~80200   Aide/Paraprofessional, Career & Technical Education~~
~~80400   Aide/Paraprofessional, Extracurricular Activity~~
~~80500   Aide/Paraprofessional, Gift and Talented~~
~~80600   Aide/Paraprofessional, Health Services~~
~~80700   Aide/Paraprofessional, Instructional (NOT including Special Education)~~
~~80800   Aide/Paraprofessional, Library Media~~
~~80900   Aide/Paraprofessional, Migrant~~
~~81000   Aide/Paraprofessional, Special Education, Mandated~~
~~81100   Aide/Paraprofessional, Special Education, Non-mandated~~
~~81200   Aide/Paraprofessional, Title I~~
~~81300   Aide/Paraprofessional, Early Childhood~~

Other Non-certified Assignments
81500   Accreditation Officer
81600   Analyst (Financial, Policy)

82100   Athletic Coach
82200   Athletic Trainer
82300   Attendance Officer
82400   Auditor
82500   Behavioral Management Specialist

82700   Bilingual/LEP Recruiter
82800   Bilingual/LEP Counselor
82900   Bilingual/LEP Support - Clerical
83000   Bilingual/LEP Support - Non-Clerical

83200   Bus Driver
83300   Bus Monitor (Aide, Assistant)
83400   Business Services (Accounting, Bookkeeping, Payroll)

84000   Clerk (Data Entry, File, General Office, Mail, Records)

84100	Communication & Media
84200	Computer Operator
84300	Computer Programmer
84400	Computer Technician
84500	Cook/Food Preparer
84600	Cook Manager
84700	Crossing Guard
84800	Curriculum Specialist
85000	Day Care
85100	Dietitian
86000	Food Service Worker
86300	Grant Developer
86400	Graphic Artist
86500	Health Services
86700	Maintenance (e.g., Custodian, Facilities Maintenance Worker, Freight, Stock, Material Handlers, Groundskeeper, Laborer, Repairers/General Utility)
86800	Media Technologist
87000	Migrant Data Entry Technician
87100	Migrant Recruiter
87200	Migrant Counselor
87300	Migrant Support -- Clerical
87400	Migrant Support -- Non-Clerical
88000	Migrant Data Entry Technician -- **Summer Only**
88100	Migrant Recruiter -- **Summer Only**
88200	Migrant Counselor -- **Summer Only**
88300	Migrant Support -- Clerical - **Summer Only**
88400	Migrant Support -- Non-Clerical -- **Summer Only**
90000	Network Administrator
90100	Non-Instructional Personnel
90200	Non-Instructional Program Manager
90400	Ombudsperson
90700	Personnel Officer/Specialist
90800	Photographer
90900	Police Officer
91000	Printer
91100	Professional Non-Licensed Personnel
91200	Public Relations/Informational Services Officer
91300	Purchasing Agent
92000	Rehabilitation Counselor
92100	Receptionist
92300	Research and Development Specialist
92400	Secretary (Office/Clerical/Administrative Support)
92500	Secretary (Executive or Confidential)

92600	Security Guard
92700	Skilled Worker (e.g., Electrician, Painter/Paperhanger, Plumber, Skilled Craft, Vehicle Mechanic, Vehicle Operator)
92800	Statistician
92900	Student Activity Advisor/Non-Athletic Coach
93000	Student Support Services
94100	Teaching Intern
94200	Technology Coordinator
94300	Technology/Computer Support
95200	Title I Recruiter
95300	Title I Counselor
95400	Title I Support -- Clerical
95500	Title I Support – Non-Clerical
96000	Transition Coordinator
96100	Transportation
96200	Tutor
96300	Volunteer Coordinator
99900	Other

Current Grade Assignment and Special Education Primary Age Group: 22-digit code
(Integer)

If a staff member is working in the classroom, enter the grade level or educational setting assignment for the person employed by the district. When a position is vacant, use the appropriate grade-level assignment or educational setting for the vacant position.

If a staff member is working in a specific grade level, report the grade-level code whenever possible. If the staff member is working in an unspecified grade-level classroom, use an educational setting code. For example, if a special education teacher works in an upper-elementary resource room for grades four, five, and six, enter "0000011100000000000000". If a teacher works in a self-contained classroom for emotionally impaired students with multiple grade levels, report the educational setting as Special Education and enter "0000000000000001000000".

If a teacher is conducting a ninth-grade auto mechanics class, report grade nine. If a teacher is conducting a high school auto mechanics class, report the educational setting of Career and Technical Education, "0000000000000000001000".

For position assignment codes "000AX" through "99900", report the grade level whenever possible or select the appropriate educational setting. For position assignment codes "81500" through "99900", report the grade level whenever possible or use the educational setting code "0000000000000000000001" (Administrative or Support Staff -- all levels). *For those districts using the online application, simply select the appropriate grade level or educational setting for each staff member. Do not submit both a grade level and an educational setting.*

Special Education Primary Age Group

Definition: Individuals with Disabilities Education Act (IDEA) 2004 requires the count of special education personnel. Special education personnel are defined as special education teachers, special education teacher consultants, special education related services staff and special education paraprofessionals/aides. Special education teachers, teacher consultants and instructional aides must be submitted by the primary age group that they serve. Indicate the age group that the staff member is responsible for at least 50 percent or more of his/her instruction time. For special education staff members with assignment codes "00110" through "00280" and "00403" through "00405" districts must report the primary age group, or a fatal error will be reported.

Grade Level:

Code	Grade
1000000000000000000000	Retention Kindergarten (Young Fives, Early Fives, Jump Start, Begindergarten, etc.)
0100000000000000000000	Kindergarten
0010000000000000000000	First Grade
0001000000000000000000	Second Grade
0000100000000000000000	Third Grade
0000010000000000000000	Fourth Grade
0000001000000000000000	Fifth Grade
0000000100000000000000	Sixth Grade
0000000010000000000000	Seventh Grade
0000000001000000000000	Eighth Grade
0000000000100000000000	Ninth Grade
0000000000010000000000	Tenth Grade
0000000000001000000000	Eleventh Grade
0000000000000100000000	Twelfth Grade

OR

Educational Setting:

00000000000000010000000	Alternative Education
00000000000000001000000	Special Education <u>Primary Age Group 0 – 2 years of age</u>
00000000000000002000000	Special Education <u>Primary Age Group 3 – 5 years of age</u>
00000000000000003000000	Special Education <u>Primary Age Group 6 – 21 years of age</u>
00000000000000004000000	Special Education <u>Primary Age Group 22 – 26 years of age</u>
00000000000000000100000	Adult Education
00000000000000000010000	Early Childhood and<u>/or</u> Parenting Programs
00000000000000000001000	Career/Technical Education
00000000000000000000100	State Agency
00000000000000000000010	Early On®/Early Intervention (Part C of IDEA)
00000000000000000000001	Administrative or Support Staff (all levels)

FTE: Four-digit code (N.NN)

This is the full-time equivalency (FTE) of a staff member being employed in this district. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. The FTE submitted should be determined by district policy and contracts within the district. This is an internal process based upon the local ISD's, district's, or PSA's structure.

Districts are required to report FTE for all staff members regardless of the FTE count. This includes all assignment codes (000AX through 99900).

Report the FTE of the vacant position. Report the proportionate FTE for each assignment for each staff member. For example, if a teacher works full time, but works in two schools/facilities, report each school/facility separately using a "0.5" FTE for each. If a teacher is assigned to a biology class for three-fourths of his/her schedule and an English class for one-fourth of his/her schedule, report "0.75" FTE for biology in the first position, and "0.25" FTE for English in the second position of Field 10. If a principal works three-fourths' time as an administrator and one-fourth time teaching mathematics, the FTE would be submitted as administrator "0.75" and teaching "0.25".

FTE greater than 1.0: It is possible to report an FTE greater than 1.0 if the person is employed in two regular assignments for the district. For example, if a teacher works in a regular teaching assignment for 1.0 FTE and works in the community services program after school in a 0.25 FTE assignment, report each assignment/position separately by FTE.

Hourly Wage: Six-digit code (NNN.NN)

Districts may submit both the hourly wage and the full-time base annual salary. Both fields must have a value, or a fatal error is reported. If the annual salary is submitted in Field 28: Full-Time Base Annual Salary, the hourly wage in Field 10 must have either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The full-time base annual salary cannot exceed $300,000; the hourly wage cannot exceed $999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: Full-Time Base Annual Salary, or a fatal error is reported. ~~This is the hourly wage of the employee according to Schedule A.~~ For example, if an employee earns $25.85 per hour, report the earnings as "025.85". For vacant positions, report zeros as the hourly wage. The payroll person in the district determines the hourly wage based upon contractual agreements, hours per workday, and number of days per contractual school year.

For example: Jim Smith is a third-year math teacher in the high school with a salary of $32,000, and Sally Jones is a 20-year, fifth-grade teacher with a salary of $43,000. The district contract indicates that high school teachers work 7.5-hour days and 183 days per year, while elementary teachers work 6.5-hour days and 184 days per year. A method to determine hourly wage for Jim Smith would be: 32,000/(7.5*183). In this example, Jim Smith would have an hourly wage of $23.32, and Sally Jones would have an hourly wage of $35.95 (43,000/[6.5*184]=35.95).

Accounting/Function Code: Three-digit code (NNN)

Enter the appropriate code as determined for accounting purposes for each position in a given school district. For example, all special education instructors should be submitted as "122"; school administrators, such as principals and assistant principals, should be submitted as "241". The Michigan Public School Accounting Manual can be located at www.state.mi.us/mde, under the keywords Michigan Public School Accounting Manual. (http://www.michigan.gov/documents/appendix_33974_7.pdf) The Michigan Public School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

Instructional Staff
- Basic Programs
  - 118 Preschool
  - 111 Elementary School
  - 112 Middle/Junior High School
  - 113 High School
  - 119 Summer School
- Added Needs
  - 122 Special Education
  - 125 Compensatory Education
  - 127 Career and Technical Education
- Adult/Continuing Education
  - 131 Basic
  - 132 Secondary
  - 133 Secondary Vocational
  - 135 Occupational Training or Upgrading Retraining

Instructional Support Staff
- Pupil Services
  - 211 Truancy/Absenteeism Services
  - 212 Guidance Services
  - 213 Health Services
  - 214 Psychological Services
  - 215 Speech Pathology and Audiology Services
  - 216 Social Work Services
  - 217 Visual Aid Services
  - 218 Teacher Consultant
  - 219 Other Pupil Support Services

Instructional Staff Services
- 221 Improvement of Instruction
- 222 Educational Media Services
- 224 Educational Television
- 225 Technology ~~Computer~~ Assisted Instruction
- 226 Supervision and Direction of Instructional Staff
- 227 Academic Student Assessment
- 229 Other Instructional Staff Services

Noninstructional Support Staff
- 231 Board of Directors

- 232 Executive Administration
- 233 Grant Writer/Grant Procurement
- 241 Office of the Principal
- 249 Other School Administration
- 252 Fiscal Services
- 257 Internal Services
- 259 Other Business Services
- 261 Operating Building Services
- 266 Security Services
- 271 Pupil Transportation Services
- 281 Planning, Research, Development, and Evaluation
- 282 Communication Services
- 283 Staff/Personnel Services
- 284 Support Services Technology
- 285 Pupil Accounting
- 289 Other Central Services
- 293 Athletics
- 297 Food Service Staff
- 299 Other Support Services
- 311 Community Services Direction
- 321 Community Recreation
- 331 Community Activities
- 341 Public Library
- 351 Custody and Care of Children
- 361 Welfare Activities
- 371 Non-Public School Pupils
- 391 Other Community Services

Facilities Acquisition
- 451 Site Acquisition Services
- 452 Site Improvement Services
- 453 Architecture and Engineering Services
- 455 Building Acquisition and Construction Services
- 456 Building Improvements Services
- 459 Other Facility Acquisition

Highly Qualified Status: One-digit code (Integer)

Definition: This code is a one-position integer character. For staff members with position assignment codes "000AX" through "000ZZ" (core academic instructional staff members as defined in NCLB, see Assignments to General Education) and "80000" through "80015" ~~"81300"~~ (instructional paraprofessionals/aides, such as Title I, special education, <u>and early childhood</u>), place a "1" (yes) in this position if the staff member meets the Michigan Department of Education's definition for a highly qualified teacher or highly qualified paraprofessional/aide for the position assignment in this repetition of Field 10. If a staff member does not meet the definition for highly qualified, place a "2" (no) in this position.

For assignment codes "80000" through "80015" ~~"81300"~~ (paraprofessionals/aides), districts are to report highly qualified status as follows:

Title I Targeted Assistance only – Report the instructional paraprofessionals/aides supporting Title I activities.

Title I Schoolwide – Report all instructional paraprofessionals/aides. In a Title I school that has been designated as a schoolwide program, ALL instructional paraprofessionals/aides must be highly qualified. This would include special education, early childhood, library media, technology lab paraprofessionals/aides, etc.

The Michigan Department of Education has received approval from the United States Department of Education for the following definition of highly qualified teachers or paraprofessionals/aides: Teachers or paraprofessionals/aides will be defined as highly qualified for a position assignment if they meet one or more of the six criteria listed on the Michigan Department of Education Web site: http://www.michigan.gov/mde/. Click on the State Board of Education link in the center of the page. On the new page, click on "Policies" on the left navigation bar, and click on "Index of Policies for April." Then click on "Definition of Highly Qualified Teachers" dated April 24, 2003. The document is located at the following Web site: (http://www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf). For further information, go to: http://www.mea.org//design.cfm?p=5236. (Specific questions regarding highly qualified status may be referred to Dr. Frank Ciloski, Office of Professional Preparation Services at 517-373-3310.)

For each position assignment, place a "1" (yes) in this position if the instructional staff member meets any one of the criteria presented in this document or a "2" (no) if the instructional staff member does not meet the criteria. For example, when entering information for John Smith for a position assignment of Art Education Teacher: if he has earned 18 additional semester credit hours in a planned program since the issuance of a provisional certificate, John Smith is submitted as highly qualified.

For your convenience, a teacher worksheet tool is available from the CEPI Web site: http://www.michigan.gov/cepi. Click on "MEIS Data Services"; click on the "Registry of Educational Personnel" link on the left navigation bar, and then look in the "Help" section.

For staff members with position assignment codes <u>"60000" through "60700"</u> and "70000" through "79999" and position assignment codes above "81500", place a "0" (not applicable) in this position. For <u>non-core academic</u> position assignment codes "000AX" through "00599" and position assignment codes "80000" through ""80015" ~~"81300"~~" that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Academic Major: One-digit code (Integer)

Definition: This code is a one-position integer character. For staff members ~~with position~~ <u>assigned to core academic</u> assignment codes "000AX" through "000ZZ" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" (yes) in this field if the staff

member holds an academic major, coursework equivalent to an undergraduate academic major, a graduate degree, or advanced certification or credentialing for the position assignment in this repetition of Field 10. Place a "2" (no) in this position if the staff member does not have the required major or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" (not applicable) in this position. For non-core academic position assignment codes "000AX" through "00599" that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Academic Minor: One-digit code (Integer)

Definition: This code is a one-position integer character. For staff members ~~with position~~ assigned to core academic assignment codes "000AX" through "000ZZ" (core academic instructional staff members as defined in NCLB; see Assignments to General Education), place a "1" (yes) in this position if the staff member holds an academic minor or coursework equivalent to an undergraduate academic minor for the position assignment in this repetition of Field 10. Place a "2" (no) in this position if the staff member does not have the required minor or equivalency for this position assignment.

For staff members with position assignment codes above "00599", place a "0" (not applicable) in this position. For non-core academic position assignment codes "000AX" through "00599" that are not required to be submitted for highly qualified status, report "0" (not applicable) in this position.

Note: For core academic assignment codes "000AX" through "000ZZ" that must be submitted for highly qualified status, academic major and academic minor, all three categories must be submitted with an appropriate response. When reporting data via the REP Single Submission Online Application, report "yes" or "no". When reporting data via the Bulk Upload Application, report "1" (yes) or "2" (no).

Administrator Continuing Education: One-digit code (Integer)

Definition: This code is a one-position integer character. For administrative position assignment codes "70000" through "79999", report a "1" (yes) if the district/building administrator has met the continuing education requirement for eligibility for employment. Report a "2" (no) if the administrator has not met the continuing education requirement. (See the administrative position assignment codes for specific position assignment codes that must be submitted.) For position assignment codes that are not required to be submitted for administrator continuing education, report "0" (not applicable) in this position.

Number of Core Academic Classes Taught: One-digit code (Integer)

Definition: This code is a one-position integer character. For staff members with core academic assignment codes "000AX" through "000ZZ", report the number of core academic classes taught for each core academic assignment code submitted in field 10. For example, if a staff member is submitted with the assignment code "000EX" and teaches Algebra I, Algebra II, Advanced Math, Pre-Algebra and General Math, report "5" in this position. The "5" represents five classes taught by the staff member. Or, if a staff member is assigned two subject areas — three classes of English "000BA" and two classes of History "000CC", report "3" in this position for English "000BA" and "2" in this position for History "000CC".

For non-core academic position assignment codes "000AX" through "00594", "60000" through "60700" and "70000" through "99900", report a "0" (not applicable) (zero) for this position. ~~For the EOY 2006 REP Submission, districts may report a "0" (zero) in this position for non-core academic subject area assignments (assignment codes "000AX" through "000ZZ"). Beginning with the Fall 2006 REP Submission, districts will be required to submit the number of classes taught for all teachers (assignment codes "000AX" through "00599") via the REP Submission process.~~ Highly qualified percentages will then be calculated based upon data submitted.

Field 11: Title I and Title II, Part A Teachers

Submission date:	First business day in December and June 30
Field use:	NCLB, Section 1119 of Title I, Part A NCLB, Section 2123 of Title II, Part A
State of Michigan office contact:	Margaret Madigan, 517-373-4588
Field specification:	Three-character
Record position/type:	622-624, numeric
Database field name:	
SIF tag:	<>
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 10: School Assignment Data

Programming edits: This field must be submitted for assignment codes "000AX" through "00594" or a fatal error is reported. This field must be left blank for assignment codes "~~70000~~" "60000" through "99900", or a fatal error will be reported.

Definition: This field identifies the teachers funded by Title I, Part A who teach core academic subjects in a Title I targeted-assistance program. It also identifies teachers funded by any source who teach core academic subjects in a Title I schoolwide program. Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. This field also identifies the teachers funded by Title II, Part A for the purpose of reducing class size. Staff members who are funded by Title I or Title II, Part A must be highly qualified. The assignments applicable to this field are identified in Field 10: School Assignment Data under Assignments for General Education.

Title I Targeted Assistance Program (TAP) – Report the teachers who are assigned to core academic subjects whose salaries are paid in whole or in part with Title I, Part A funds.

Title I Schoolwide Program (SWP) – Report all teachers who are assigned to core academic subjects in Title I schools/facilities that have been designated as providing Title I schoolwide programs.

Title II, Part A Class Size Reduction – Report all teachers assigned to core academic subjects whose salaries are paid in whole or in part with Title II, Part A funds and who were hired for the purpose of reducing class size.

This field applies to assignment codes "000AX" through "00594" for staff assigned to core academic subject areas as identified under the Assignments to General Education in Field 10: School Assignment Data.   Districts are to report the appropriate assignment code for teachers assigned to core academic areas funded by Title I, Part A and Title II, Part A. For assignment codes "000AX" through "00594", the value may be "000" for those assigned to non-core academic subject areas or core academic subject

<u>areas</u> not funded by Title I Part A and Title II, Part A. The following table lists the codes to be used for this field:

Code	Category
000	None
001	Title I Targeted Assistance Program (TAP)
002	Title I Schoolwide Program (SWP)
003	Title II, Part A, Class Size Reduction
004	Title I TAP and SWP
005	Title I TAP and Title II, Part A Class Reduction
006	Title 1 SWP and Title II Part A Class Reduction

Codes "004", "005" and "006" are provided for situations when teachers are assigned part-time to different programs or are Title II, Part A class size reduction teachers in Title I, Part A schoolwide programs.

Field 12: Funded Position Status

Submission date: First business day in December and June 30

Field use: School Aid Act MCL 388.1613, 388.1619;
                                        Revised School Code MCL 380.1533;
                                        Department of Education Budget FY 2003-2004 PA 145, § 501

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
                                        Help-Desk@michigan.gov

Field specification: One-character,

Record position/type: 625, integer

Database field name: FundedPositionStatusCode

SIF tag: <>

Code/format: This is a one-position field (N).

1 Vacant, funded, open position, no one assigned
2 Vacant, funded, open position, outside contractor assigned
3 Funded, employee on loan or leave, no one assigned
4 Funded, employee on loan or leave, filled by temporary
   employee
5 Vacant, funded, open position, filled by temporary employee
6 Funded, employee on loan or leave, outside contractor assigned
9 Filled position, regular

Dependencies with other fields: Field 4: Last Name
                                        Field 5: First Name
                                        Field 10: School Assignment Data: Assignment Data
                                        Field 25: Employment Status

Programming edits: This field must have a value for position assignment codes "000AX" through "79999", or a fatal error is reported. If "1" is submitted in this field, Field 25: Employment Status must use "00". If code "2", "3", "4", "5", or "6" is submitted in this field, Field 25 must use "97", "98", or "99". For position assignment codes "80000" through "99900", this field must be left blank or a fatal error is reported, unless the position is submitted as a vacant position or as an on leave position; then report the appropriate code (1 through 6) for the status of the position as follows:

If submitted as a vacant position then code "1", "2" or "5" must be submitted
If submitted as an employee on leave, then code "3", "4" or "6" must be submitted.

Definition: This field identifies the status of positions that are either filled by a permanent employee, an approved substitute, an outside contractor, or that remain unfilled. This field applies to position assignment codes "000AX" through "79999".

1 *Vacant, funded, open position, no one assigned:* The position is unfilled by a permanent employee at the time of this report, and the position is posted. No one is permanently assigned in this position. The position is filled by a day-to-day substitute.

2 *Vacant, funded, open position, outside contractor assigned:* The position is temporarily filled by an individual under contract.

3 *Funded, employee on loan or leave, no one assigned:* The permanent employee is not currently performing the position's duties, and no one is assigned to fill the position.

4 *Funded, employee on loan or leave, filled by temporary employee:* The permanent employee is not currently performing the position's duties, and the position is filled by either a temporary employee for position assignment codes "70000" through "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for position assignment codes "000AX" through "00599".

5 *Vacant, funded, open position, filled by temporary employee:* The position is unfilled by a permanent employee at the time of the report, and the position is posted. The position is filled by either a temporary employee for position assignment codes "70000" through "79999"; or a full-year, emergency, 1233b, annual authorization substitute (Field 17: Type of Credential code "11", "12", "13", or "53"); or a certified teacher for position assignment codes "000AX" through "00599".

6 *Funded, employee on loan or leave, outside contractor assigned*: The position is temporarily filled by an individual under contract.

9 *Filled position, regular:* The position is filled by a permanently assigned employee.

For example:

1 Use "1" when a funded position has been posted, but no one has been employed to perform the job duties. Use VACANT in the Field 4: Last Name.

2 Use "2" when a funded position has not been filled, and an individual has been contracted to fill the position and provide a specific service. For example, a district might contract a school psychologist to provide evaluation services. Enter the name of the contracted employee in Field 4: Last Name and Field 5: First Name and enter all other pertinent fields of data for the employee.

3 Use "3" when a permanent employee is not currently reporting to work because of loan, leave, sabbatical, Family Medical Leave Act (FMLA) leave, educational leave, medical leave or other type of leave, and no one is assigned to the position. Enter the information for the permanent employee in fields 4 and 5, as well as all other pertinent fields. Use zeros in the wage field if the employee is not being paid while on leave, and report 1.0 FTE.

4 Use "4" when a substitute or temporary employee is assigned to fill the position of a permanent employee on loan, leave sabbatical, FMLA leave, educational leave, medical leave or other type of leave. ENTER DATA FOR BOTH STAFF MEMBERS: Update the information for the permanent employee, report zeros in the wage field if the employee is not being paid while on leave and report 0.0 FTE for the position. Enter the information for the temporary employee or substitute in fields 4 and 5 and enter all other pertinent fields, including wage and FTE.

5 Use "5" when a funded position has been posted, and a substitute has been employed to fill the vacant position. Enter the name of the temporary employee or substitute in fields 4 and 5, and enter all other pertinent fields of data for the individual.

6 Use "6" when an individual has been contracted to fill the position of a permanent employee on loan or leave. Enter the name of the contracted employee in fields 4 and 5 and enter all other pertinent fields of data for the employee.

9 Use "9" when a position is filled by a permanently assigned employee.

Note: Vacant positions
After each end-of-year submission (June 30), vacant funded positions are expired and are not repopulated for the fall submission.

Note: Employees on Leave: Report the appropriate code for the leave status in Field 12: Funded Position Status for employees on leave from the district. In Field 25: Employment Status, report the appropriate

employment status of code "97", "98", or "99" as appropriate for the position assignment code submitted in Field 10: School Assignment Data: .

Terminated Employees: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a Code "9" in Field 12.

Field 13: Date of Birth

Submission date:	First business day in December and June 30

Field use: School Aid Act 388.1619; Revised School Code MCL 380.1533; Department of Education Budget FY 2003-2004 PA 145, § 501

State of Michigan office contact: DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 626-635, date

Database field name: DateOfBirth

SIF tag: <BirthDate>

Code/format: This is a 10-position field (MM/DD/CCYY)
All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 9: Date of Hire
Field 12: Funded Position Status

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be submitted unless Field 12: Funded Position Status uses code "1" (i.e., vacant). If "1" is submitted in Field 12: Funded Position Status, this field must be left blank The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported. The date of birth cannot be equal to, after, or within 14 years of the date of hire, or a fatal error will be reported.

Definition: This is the date of birth of the staff member employed in a district. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

Field 14: Gender Code

Submission date: First business day in December and June 30

Field use: NCLB, 20 USC 6319

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: One-character

Record position/type: 636, alpha

Database field name: GenderCode

SIF tag: <Gender>

Code/format: This is a one-position field (A). This field is not case sensitive.

         M Male
         F Female

Dependencies with other fields: Field 12: Funded Position Status

Programming edits: If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If a "1" is submitted in Field 12, Field 14 must be left blank, or a fatal error is reported.

Definition: This is the gender of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Note: Corrections to previously submitted data such as name, birthdate, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

Field 15: Racial/Ethnic Code

Submission date:	First business day in December and June 30
Field use:	NCLB, 20 USC 6319
State of Michigan office contact:	DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov
Field specification:	Six-character
Record position/type:	637-642, character
Database field name:	RacialEthnicCode
SIF tag:	<Ethnicity>

Code/format: This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.

For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be submitted as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.

Dependencies with other fields: Field 12: Funded Position Status

Programming edits: If the code is invalid or blank, a fatal error is reported, unless Field 12: Funded Position Status contains code "1" (i.e., vacant). If a "1" is submitted in Field 12, this field must be left blank, or a fatal error is reported. At least one of the six digits must be a "1", or a fatal error is reported. Repetition of a "1" in all positions will result in a fatal error.

Definition: First identify a racial group and then the ethnicity of the staff member. If the person is self-selecting, a multiple of the following codes with PRIMARY AND/OR SECONDARY CHOICES MUST BE REPORTED. For vacant positions created since the previous school year and not yet filled, leave this field blank.

      100000   *American Indian or Alaska Native*. A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

010000   *Asian American.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

001000   *Black or African American.* A person having origins in any of the black racial groups of Africa.

000100   *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

000010   *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

000001   *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

This field applies to position assignment codes "000AX" through "99900". For a further explanation of race/ethnicity codes, go to: http://www.whitehouse.gov/omb/fedreg/ombdir15.html.

Field 16: Highest Educational Level

Submission date:	First business day in December and June 30

Field use: School Aid Act 388.1619;
Revised School Code, MCL 380.1532;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501
NCLB, 20 USC 6319, 20 USC 6311;
IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: Two-character

Record position/type: 643-644, character

Database field name: HighestDegreeCode

SIF tag: <>

Code/format: This is a two-position field (NN).

00   None
01   High School Diploma or its equivalent
02   Associate's Degree
03   Bachelor's Degree
04   Master's Degree
05   Specialist's Degree
06   Doctoral Degree
07   Juris Doctorate
08   Medical Degree
09   Other License, Credential, or Professional Degree
10   Obtained Paraprofessional Quality Standard on State Academic Assessment; Successful Completion of Work Keys Assessment

Dependencies with other fields: Field 10: School Assignment Data:
Field 12: Funded Position Status

Programming edits: This field must have a value. If the code is out of range or the field is left blank, a fatal error is reported. If Field 12: Funded Position Status has a value of "1" (i.e. vacant), this field should be submitted with code "00" (None).

Definition: This is the highest degree earned by a staff member who is being employed. For example, if an employee holds a doctoral degree, use the number "06". For vacant positions created since the previous school year and not yet filled, use code "00".

This field applies to position assignment codes "000AX" through "99900". The value may be "00" for position assignment codes "81500" through "99900".

Field 17: Type of Credential

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Revised School Code MCL 380.1532;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501
NCLB, 20 USC 6319, 20 USC 6311;
IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Frank Ciloski, 517-373-3310, ciloskif@michigan.gov

Field specification: Two-character

Record position/type: 645-646, character

Database field name: CredentialType

SIF tag: <>

Code/format: This is a two-position field (NN)

Dependencies with other fields: Field 10: School Assignment Data
Field 12: Funded Position Status
Field 18: Date Credential Issued
Field 19: Date of Expiration of Credential

Programming edits: This field must have a value. If an invalid code is used or if this field is left blank for position assignment codes "000AX" through "99900", a fatal error is reported. For staff members with position assignment codes "00310" through "00406" who are not required to hold a credential for the position, Field 17: Type of Credential must be coded "00". Field 17 must be submitted with the appropriate credential type when a credential is required for the position.

For position assignment codes "000AX" through "00599" (with the exception of codes "00310" through "00406"), a district cannot report code "00" (Credential Not Required) unless code "1" (i.e., vacant) is submitted in Field 12: Funded Position Status. For position assignment codes "81500" through "99900", code "00" may be submitted.

Definition: If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment. For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.

If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02". If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".

   00   Credential not required (i.e., School Administrator, Technology Coordinator, etc.)

01   Life
02   Pending
03   Elementary Provisional
04   Elementary Professional
05   Elementary Permanent
06   Secondary Provisional
07   Secondary Professional
08   Secondary Permanent
09   Two-Year Provisional Certificate
10   Limited License to Instruct
11   Permit, full year
12   Permit, emergency
13   Permit, Section 1233b
14   Permit, 150 day (day-to-day substitute)
15   Temporary Teacher Employment Authorization (one year)
16   Temporary School Counselor Authorization
17   Preliminary School Counselor Guidance Authorization
18   School Guidance Counselor License
21   Dual, provisional
22   Dual, professional
23   Dual, 18-hour continuing
24   Dual, 30-hour continuing
25   Dual, permanent
26   Dual, life
40   Elementary Continuing (30 hour)
41   Secondary Continuing (30 hour)
42   Elementary Continuing (18 hour)
43   Secondary Continuing (18 hour)
50   School Nurse Certificate (Interim)
51   School Nurse Certificate (Standard)
52   School Nurse Certificate (Professional)
53   Vocational Annual Authorization – Initial
54   Vocational Temporary Authorization
55   Vocational Full Authorization
61   School Psychologist Certificate
62   Preliminary School Psychologist Certificate
63   Occupational Education
70   Special Education, Approval
71   Special Education, Emergency Approval
72   Certificate of Clinical Competence, Approval
80   Vocational Annual Authorization – Credit Track
81   Vocational Annual Authorization – Adult Education
82   Vocational Annual Authorization – Day-to-Day Substitute
83   Vocational Annual Authorization – Less than Class Size
84   Vocational Annual Authorization – Long-Term Substitute
85   Vocational Annual Authorization – Renewal

This field applies to all staff members (i.e., position assignment codes "000AX" through "99900").

Field 18: Date Credential Issued

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
           Revised School Code, MCL 380.1532;
           Department of Education Budget Fiscal Year (FY) 2005-2006 PA
           154, Section 501
           NCLB, 20 USC 6319, 20 USC 6311;
           IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Frank Ciloski, 517-373-3310, ciloskif@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 647-656, date

Database field name: DateCredentialIssued

SIF tag: <>

Code/format: This is a 10-position field (MM/DD/CCYY).

           All dates must appear in the following manner: DD must be a
           number between 01 and 31. CCYY represents the year. For
           example, May 8, 1994 = 05/08/1994. Each MM must be one of the
           following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 10: School Assignment Data:
           Field 12: Funded Position Status
           Field 17: Type of Credential
           Field 19: Date of Expiration of Credential

Programming edits: If the field is left blank for position assignment codes "000AX" through "00599" "60300" or "60400", a fatal error is reported, unless the Field 12: Funded Position Status contains code "1" (i.e., vacant), or when Field 17: Type of Credential contains code "00" or "02".

The issue date must be after the date of birth and cannot be after the submission date.

Definition: This is the date that a staff member's credential, permit, approval, or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "00599".

Field 19: Date of Expiration of Credential

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
                                  Revised School Code, MCL 380.1532;
                                  Department of Education Budget Fiscal Year (FY) 2005-2006 PA
                                  154, Section 501
                                  NCLB, 20 USC 6319, 20 USC 6311;
                                  IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact: Frank Ciloski, 517-373-3310, ciloskif@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 657-666, date

Database field name: DateCredentialExpires

SIF tag: <>

Code/format: This is a 10-position field (MM/DD/CCYY).
                                  All dates must appear in the following manner: DD must be a
                                  number between 01 and 31. CCYY represents the year. For
                                  example, May 8, 1994 = 05/08/1994. Each MM must be one of the
                                  following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 10: School Assignment Data:; Field 12: Funded Position
                                      Status;
                                      Field 17: Type of Credential; Field 18: Date Credential Issued

Programming edits: Expiration date must be submitted for all certificates, approvals, and permits, except types "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". If an expiration date is not given for those required, a fatal error is reported, unless the Field 12: Funded Position Status contains code "1" (i.e., vacant). The date of expiration cannot be before the date of issuance.

Definition: This is the expiration date on the staff member's certificate. Most certificate types, as listed in Field 17: Type of Credential, must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: "00", "01", "02", "05", "08", "23", "24", "25", "26", "40", "41", "42", "43", "52", "55", "70", and "72". For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "00599", "60300 or "60400".

Field 20: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail address.

Field specification: Five-character

Record position/type: 667-671, numeric

Database field name:

SIF tag: <>

Code/format: Pad with blanks

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Definition: This is reserved for future use.

Field 21: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail
address.

Field specification: Five-character

Record position/type: 672-676, numeric

Database field name:

SIF tag: <>

Code/format: Pad with blanks.

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Definition: This is reserved for future use.

Field 22: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail address.

Field specification: Six-character

Record position/type: 677-682, numeric

Database field name:

SIF tag: <>

Code/format: Pad with blanks

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Definition: This is reserved for future use.

Field 23: Reserved

Submission date: First business day in December and June 30

Field use: This line explains the specific reporting use.

State of Michigan office contact: This line provides the general office name, phone and e-mail address.

Field specification: Six-character

Record position/type: 683-688, numeric

Database field name:

SIF tag: <>

Code/format: Pad with blanks.

Dependencies with other fields: None

Programming edits: This field must be submitted with blanks, or a fatal error is reported.

Definition: This is reserved for future use.

Field 24: Hours of Professional Development

Submission date:	June 30
Field use:	School Aid Act, MCL 388.1526, 388.1527; Revised School Code, MCL 380.1526, 388.1527; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 NCLB, 20 USC 6319, 20 USC 6311
State of Michigan office contact:	Cheryl L. Poole, 517-241-4546, PooleCL@michigan.gov
Field specification:	Three-character, repeated nine times
Record position/type:	689-715, character
Database field name:	HoursofProfessionalDevelopment
SIF tag:	<>
Code/format:	This is a 27-position field. (NNNNNNNNNNNNNNNNNNNNNNNNNNN)
Dependencies with other fields:	Field 10: School Assignment Data:

Programming edits: This field must have a value. If no professional development was completed or required, report zeros. For any professional development category (eight categories) that is not submitted with specific hours, report zeros. Reserved category 9 must be submitted with zeros, or a fatal error is reported.

Definition: Indicate the number of hours by type(s) of the professional development in which this employee participated during the school year (July 1 to June 30). For teachers, this field is used to determine to what extent the employee has engaged in district-supported, as well as independent professional development, including that specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). For administrators, this field is used to determine to what extent the administrator has engaged in professional development as required by Section 380.1246 of the MCL. Professional development information as it relates to highly qualified teachers and principals is needed in part to document Michigan's progress toward high standards as defined by the *No Child Left Behind Act of 2001*. This field applies to position assignment codes "000AX" through "00599" and "70000" through "79999".

Consider ongoing, structured and documented professional learning opportunities such as curriculum development, peer coaching, technology training, analyzing student work, online learning, learning to work with parents and small collegial study groups. Include in these hours time devoted to follow-up of previous professional development. If a professional learning opportunity falls into two categories, choose the primary one.

For information regarding the submission of professional development data and/or MCL Section 1526: contact Bonnie Rockafellow at 517-373-7861 (RockafellowB@michigan.gov). For information regarding MCL Section 1527: contact Cheryl L. Poole at 517-241-4546 (PooleCL@michigan.gov). Further professional development information can be found at www.michigan.gov/mde, under the Office of Professional Preparation Services section.

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement.* The number of hours of professional development acquired through collegial work at the school/facility, district or regional level that relate to student achievement. Professional development must be connected to the School Improvement Plan. (NNN)

2. *Mentoring or being mentored.* The number of hours of professional development the teacher acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession. (NNN)

3. *Workshops or conferences*. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc. (NNN)

4. *Coursework*. The number of hours of professional development acquired through continuing education courses taken for credit at an institution of higher education. (NNN)

5. *Highly qualified status*. The number of hours of content-specific professional development acquired for the purpose of documenting highly qualified status. (NNN)

6. *State-level or institution of higher education content-specific service or committee*. The number of hours of professional development acquired through a state-level or institution of higher education content-specific service or committee.

7. *Virtual learning*. The number of hours of content-specific professional development acquired through online delivery or other distance learning experiences.

8. *Administrator continuing education*. The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing educational requirements of administrators.

9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

Example: If a staff member spent 10 hours in a college course, 15 hours as a member of a state-level program review team and 6 hours participating in an online course, you would report "000000000010000015006000000".

If the number of professional development hours is 0.49 or below, round <u>down</u> to the nearest whole number of hours. If the number of hours is 0.5 or above, round <u>up</u> to the nearest whole number of hours.

Professional Development Examples of Field 24 Categories
Revised for 2006-2007

This is not intended to be an exclusive list of categories. These are meant to serve as examples.

1. *Sustained, work-embedded, focused on teacher growth, directly related to student achievement*. This category must include activities that focus on the work that educators do and that is related to the learning of students in the school or district.

   This category is distinguished because the activities are sustained and are aligned with the School Improvement Plan. The activities may be individual but may also include small groups of colleagues who gather for planned activities.
   Examples of professional development in this category are:
   - Curriculum alignment for fourth-grade social studies standards
   - Assessment practices to assess visual arts learning of all third through sixth graders
   - Best practices in reading instruction
   - Study groups to learn recent developments in hands-on science instruction
   - Action research to determine if new instructional approaches are yielding higher achievement
   - Designing and implementing staff presentations
   - Analysis of student work to assess samples of writing across the curriculum

2. *Mentoring and being mentored*. The number of hours of professional development acquired for the purpose of advancing mentoring skills or advancing classroom skills of a new teacher during his/her first three years in the profession.
   Examples of professional development in this category are:
   - Sessions between mentor and mentee
   - Professional development for the mentor
   - Collaborative learning with other mentors

3. *Workshops or conferences. The number of hours of participation in one-day or short-term professional development provided by LEAs, ISDs, higher education institutions, regional Math/Science Centers, professional organizations, etc.*
   Examples in this category are all one-day or short-term learning experiences.
   - Annual content conference
   - Inspirational speakers
   - Summer academies
   - Preschool-year professional development
   - Blood-borne pathogen training
   - Curriculum training
   - Software training
   - New teacher workshops
   - New developments in MEAP Assessment
   - Title I information sessions
   - National, state, or regional association conferences such as those provided by the Michigan Education Association, National Art Education Association, Michigan Association of School Administrators, etc.

4. *Coursework*. The number of hours of professional development acquired through continuing education courses taken for semester credit at a college or university.

5. *Highly qualified status*. The number of hours of **content-specific** professional development acquired for the purpose of documenting Highly Qualified status.
    Examples of professional development in this category are:
    - Grade-level content expectations in English Language Arts
    - Mathematics for middle school students
    - Biology standards for secondary students

6. *State-level or institution of higher education content-specific service or committee.* The number of hours of professional development acquired through state-level or institution of higher education content-specific service or committee.
    Examples of professional development in this category are:
    - Student teacher supervision or cooperating teacher to a student teacher
    - Grant review for competitive grant programs
    - Presentation at state-level conference
    - Review of educator preparation program
    - Development of state-level content standards

7. *Virtual learning.* The number of hours of content-specific professional development acquired through online delivery or other distance-learning experiences.
    Examples of professional development in this category are:
    - Grade-level standards in mathematics delivered by Michigan Virtual University
    - Problem-based social studies workshop by teleconference
    - Multiple sessions relying primarily on videos of reading instruction
    - Weekly audio-conference sessions on lesson development in elementary science
    - Web-based course on foreign language standards

8. *Administrator continuing education.* The number of hours of leadership professional development acquired for the purpose of fulfilling the continuing education requirements of administrators. This category of professional development represents the graduate courses or the State Board Continuing Education Units (SB-CEUs) required in five-year cycles for administrator qualification.

9. Reserved for future use (NNN). Ninth Position. Pad with zeros.

If the number of professional development hours is 0.49 or below, round <u>down</u> to the nearest whole number of hours. If the number of hours is 0.5 or above, round <u>up</u> to the nearest whole number of hours.

Note: Professional development is characterized by *new learning for professional growth.* Only a portion of most in-service days is actually dedicated to new learning. For example, a day of in-service might include breakfast, lunch, introduction of new teachers, welcome by the superintendent and curriculum development.   Only those hours dedicated to new learning (curriculum development) should be counted as professional development.

For information regarding Section 1527 or Section 101(11), contact: Cheryl L. Poole at 517-241-4546 (PooleCL@Michigan.gov). For information regarding Section 1526, contact: Bonnie Rockafellow at 517-373-7861 (RockafellowB@Michigan.gov).

Field 25: Employment Status

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
School Aid Act MCL 388.1613;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA
154, Section 501
NCLB, 20 USC 6319, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: Two-character, leading zero

Record position/type: 716-717, character

Database field name: TerminationStatusCode

SIF tag: <>

Code/format: This is a two-position field (NN) with a default code of "99".

Dependencies with other fields: Field 12: Funded Position Status
Field 26: Date of Termination/Separation of Employment

Programming edits: This field must have a value. If an invalid code is submitted, or this field is left blank, a fatal error is reported. If codes "01" through "19" are used, Field 26: Date of Termination/Separation of Employment must have a date. If "00" is submitted in this field, Field 12: Funded Position Status must have a value of "1" for position assignment codes "000AX" through "99900", or a fatal error is reported. When terminating a vacant funded position, report a value of "00" in this field and a value of "1" in Field 12, or a fatal error is reported.

Definition: Use the correct code to identify the status of this employee. Any employee that terminates employment with your district must be submitted with the appropriate separation code in Field 25 and the date of termination in Field 26. Report "00" when terminating a vacant funded position. Codes "01" through "19" are to be used when an employee terminates employment with the district. Codes "97", "98" and "99" are to be used for new and returning employees as appropriate for the position.

  00 Vacant position
  Separation
  01 Left education and is not pursuing further employment
  02 Left education for other career in different field
  03 Left district and moved out of state
  04 Left education because of transfer of spouse
  05 Left for other employment in field of education
  06 Left for family medical leave and will not return
  08 Left to further education at college or university
  09 Left on disability leave and will not return

10 Left special education and went to general education in different district
11 Left district and went to special education in another district
12 Laid off by district (will not return to district)
13 Discharged
14 Deceased
15 Illness/disability and not expected to return
16 Retired (position will **not** be filled)
17 Contract expired
18 Other
19 Retired (position will be filled)
New or continuing
97 New teacher (teacher in first three years in profession, but not a new employee to the district)
98 New teacher (teacher in first three years in profession, new employee to the district)
99 Returning employee, new (non-instructional) employee, new experienced teacher, substitute, contractor or employee on leave

Default code: 99

00 The position is vacant as submitted in Field 12: Funded Position Status.
01 The employee left education and to your knowledge is not seeking further employment at this time. For example, the individual is staying at home to assist in the care of his/her family.
02 The employee has left his/her education position to secure a position in a field other than education. For example, a school psychologist leaves employment to take a job as a clinical psychologist with a community mental health agency or department.
03 The individual moved out of state for employment.
04 The spouse of the employee is moving. The employee terminated employment to relocate with his/her spouse.
05 The employee left to pursue or begin another occupation in the field of education. (Code 05 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
06 The employee left on family medical leave. (Code 06 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
08 The employee terminated employment in order to return to a college or university school to complete additional course work or to earn another degree. (Code 08 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
09 The employee has left for disability leave. (Code 07 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
10 The employee moved from a special education position within the district and took a general education position outside of the school district. For example, a special education supervisor moves to another district to become the director of curriculum development.
11 The employee moved from a special education position within the district and accepts a special education position outside the district.
12 The district laid off the employee and the employee will not return to the district. (Code 04 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
13 The employee was discharged because of unsatisfactory work performance or unprofessional conduct. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
14 The employee is deceased. (Code 02 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)
15 The employee left because of sickness or an incapacitating condition and is not expected to return.
16 The district does **not** plan to fill the position. The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

17 The employee's contract expired and was not renewed. (Code 03 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

18 The employee does not match any of the above explanations, or the employee has left the district, giving no reason.

19 The employee retired according to provisions of a specific program allowing or requiring him/her to leave upon reaching a certain age, number of years, or disability. The district plans to fill the position. (Code 01 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

97 The employee is a new teacher (first three years of classroom experience in the profession); however, the employee has been a staff member of the district previous to becoming a certified teacher. For example, a district may have an employee who has worked as a paraprofessional/aide for five years while completing a teacher preparation program. This employee is required to complete professional development requirements under Section 1526.

98 The employee is a new teacher (first three years of classroom experience in the profession) and is required to complete professional development requirements under MCL Section 1526.

99 The employee is in the same program or grade this school year that s/he was in last school year, even if her/his location changed. Use this code for all returning, new (non-instructional) employees, new, experienced teachers, substitutes, contractors or employees on leave. (Code 00 in the Michigan Public School Employees Retirement System Reporting Instructions Manual)

This field applies to position assignment codes "000AX" through "99900".

Note: **Terminated Employees**: Employees whose employment is terminated with the district should be submitted with a code "1" through "19" in Field 25: Employment Status. Report a Code "9" in Field 12: Funded Position Status.

Employees on Leave: Report the appropriate code for the leave status in Field 12 for employees on leave from the district. In Field 25: Employment Status, report the appropriate employment status of code "97", "98", or "99" as appropriate for the position assignment code submitted in Field 10: School Assignment Data:

Field 26: Date of Termination/Separation of Employment

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619; Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501 NCLB, 20 USC 6613;

State of Michigan office contact: DIT Client Service Center, 517-335-0505, Help-Desk@michigan.gov

Field specification: 10-character, date with slashes

Record position/type: 718-727, date

Database field name: DateOfEmploymentTermination

SIF tag: <ExitDate>

Code/format: This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 25: Employment Status

Programming edits: If the date submitted is not a valid date, a fatal error is reported. If a date is submitted, then the code in Field 25: Employment Status must be between codes "00" - "19". Field 10: School Assignment Data must be submitted when a date is submitted in this field, or a fatal error is reported. The termination date must be on or prior to the submission date. The termination date cannot be prior to the hire date.

Definition: This is the date of termination of the staff member. For vacant positions created since the previous school year and not yet filled, leave this field blank. This field applies to position assignment codes "000AX" through "99900".

Terminations should be submitted during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission. *Note*: All records submitted with a termination date during the current submission cycle are expired prior to the next submission cycle.

Field 27: Personnel Identification Code (PIC)

Submission date: First business day in December and June 30

Field Use:

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: 10-character, integer

Record position/type: 728-737

Database field name: PersonnelPIC

SIF tag: <>

Code/format: State-issued Personnel Identification Code (PIC)

Dependencies with other fields: Field 4: Last Name
Field 5: First Name
Field 7: Social Security Number
Field 8: Credential License Number
Field 13: Date of Birth
Field 14: Gender

Programming edits: Before entering the PIC, verify that the Social Security number, credential number, last name, first name, and date of birth are valid, or a fatal error is reported. If the PIC is submitted, and the last name, first name, date of birth, and gender do not match what is currently in the database, a fatal error is reported.

Definition: This field contains the PIC produced by the Michigan Education Information System (MEIS). Although not required, it is recommended that this field be submitted to ensure the validity of the record.

Note: Corrections to previously submitted data such as name, birth date, gender, Social Security number, or credential number may be made through the REP Online Single Submission Application. For districts that use the Bulk Upload Application, the PIC number must be used if changes are made to the employee's name, gender, Social Security number, or credential number. If the PIC number is not used in the Bulk Upload file when a change is made, a duplicate record will be created. All corrections to birthdates must be made through the REP Single Submission Online Application.

Field 28: <u>Full-Time Base</u> Annual Salary

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619;
Freedom of Information Act, MCL 15.243a;
Uniform Budget and Accounting Act, MCL 141.440
<u>NCLB, Section 1120A of Title I, Part A</u>

State of Michigan office contact: DIT Client Service Center, 517-335-0505,
Help-Desk@michigan.gov

Field specification: Six-character

Record position/type: 738-743, numeric

Database field name: AnnualSalary

SIF tag: <>

Code/format: This is a six-position field (NNNNNN)

Dependencies with other fields: Field 10: School Assignment Data
Field 12: Funded Position Status

Programming edits: Since the fall 2003 submission of the REP, districts have been able to submit both hourly wage and annual salary. Both fields must have a value. <u>Annual Salary has been redefined to mean full-time base salary so that it can be used to determine comparability under Title I, Part A of *No Child Left Behind.*</u> If the <u>full-time base</u> annual salary is submitted in this field, the hourly wage in Field 10 must be submitted with either the hourly wage or zeros, or a fatal error is reported. If no value is entered, a fatal error is reported. The <u>full-time base</u> annual salary cannot exceed $300,000; the hourly wage cannot exceed $999.99. When Field 12: Funded Position Status contains code "1" for a vacant position, submit zeros in both the hourly wage in Field 10 and Field 28: <u>Full-Time Base</u> Annual Salary, or a fatal error is reported.

If Field 12: Funded Position Status has a value of "1" (vacant, funded, open position, no one assigned), the <u>full-time base</u> annual salary in Field 28 and the hourly wage in Field 10 must be zeros, or a fatal error is reported.

Definition: Indicate the <u>full-time base</u> annual salary for the employee of the district. The <u>full-time base</u> annual salary is the base salary (basic contract) <u>for a first year full-time employee at this educational level. It does not include increments for years of service or longevity payments. The full-time base salary is used in determining comparability under Title I of NCLB</u>. ~~including longevity payments (if applicable). For teachers, this includes all instructional days, mandatory workdays, and mandatory, paid professional development days. For administrators, this includes all mandatory contractual days (basic contract including longevity); this also includes paid vacation days and paid holidays. There must be a value in both the hourly wage in Field 10 and the annual salary in Field 28.~~ This field applies to position assignment codes "000AX" through "99900" and must have a value.

Field 29: Michigan Sponsoring Institution

Submission date: First business day in December and June 30

Field use: School Aid Act, MCL 388.1619;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501
NCLB, 20 USC 6319

State of Michigan office contact: Frank Ciloski, 517-373-3310, ciloskif@michigan.gov

Field specification: Six-character

Record position/type: 744-749

Database field name: MichiganInstitutionCode

SIF tag: <>

Code/format: This is a six-position field (NNNNNN).

Dependencies with other fields: Field 10: School Assignment Data:; Field 12: Funded Position Status
Field 25: Employment Status; Field 30: Non-Michigan Sponsoring Institution

Programming edits: This field or Field 30: Non-Michigan Sponsoring Institution must be submitted for position assignment codes "000AX" through "00599" when a code of "97" or "98" is submitted in Field 25: Employment Status. If this field and Field 30 are left blank when a code of "97" or "98" is submitted in Field 25: Employment Status, a fatal error is reported unless Field 12: Funded Position Status uses code "1" (i.e., vacant position). If the institution code submitted is invalid, a fatal error is reported.

Bulk Upload File: If a value is submitted for Field 29 in a Bulk Upload file, Field 30 must contain spaces, or a fatal error is reported.
REP Single Submission Online Application: If a value is submitted for Field 29 in the Online Single Submission Application, Field 30 must be left blank, or a fatal error is reported.

Definition: This field is submitted for new teachers in their first three years of employment in the profession of teaching. This field or Field 30 must be submitted for position assignment codes "000AX" through "00599" when a code of "97" or "98" (new teacher) is submitted in Field 25. Reporting of this field is optional for staff members with position assignment codes "000AX" through "00599" who are not in their first three years of employment in the profession of teaching. Indicate the name of the approved teacher preparation institution that recommended the teacher for *initial certification* (the provisional certificate or temporary vocational authorization). For position assignment codes "70000" through "99900", this field is left blank in both the REP Single Submission Online Application and in a Bulk Upload file.

002234	Adrian College	002290	Michigan State University

002235	Albion College	002293	Lake Superior State University
002236	Alma College	002292	Michigan Technological University
002238	Andrews University	002298	Nazareth College
002239	Aquinas College	002301	Northern Michigan University
002241	Calvin College	002307	Oakland University
002243	Central Michigan University	002308	Olivet College
002247	Concordia College	002314	Saginaw Valley State University
002264	Cornerstone College	002316	Siena Heights University
002259	Eastern Michigan University	002318	Spring Arbor College
002260	Ferris State University	002323	University of Detroit Mercy
002268	Grand Valley State University	002325	University of Michigan – Ann Arbor
002272	Hillsdale College	002326	University of Michigan – Dearborn
002273	Hope College	002327	University of Michigan – Flint
002275	Kalamazoo College	002329	Wayne State University
002282	Madonna University	002330	Western Michigan University
002284	Marygrove College	771000	Foreign Institute
		008888	State of Michigan

Note: Baker College students are recommended for certification by Madonna University. Therefore, use code 002282 Madonna University for these individuals.

Field 30: Non-Michigan Sponsoring Institution

Submission date: First business day in December and June 30

Field use: School Aid Act 388.1619;
Department of Education Budget Fiscal Year (FY) 2005-2006 PA 154, Section 501
NCLB, 20 USC 6319

State of Michigan office contact: Frank Ciloski, 517-373-3310, ciloskif@michigan.gov

Field specification: Two-character

Record position/type: 750-751

Database field name: NonMichiganInstitutionCode

SIF tag: <>

Code/format: This is a two-position field (NN).

Dependencies with other fields: Field 10: School Assignment Data: ;Field 25: Employment Status
Field 29: Michigan Sponsoring Institution

Programming edits: This field or Field 29: Michigan Sponsoring Institution must be submitted for position assignment codes "000AX" through "00599" when a code of "97" or "98" is submitted in Field 25: Employment Status. If this field and Field 29 are left blank when a code of "97" or "98" is submitted in Field 25 Employment Status, a fatal error is reported unless Field 12: Funded Position Status contains code "1" (i.e., vacant position). If the institution code submitted is invalid, a fatal error is reported.

Bulk Upload File: If a value is submitted for Field 30 in a Bulk Upload file, Field 29 must contain spaces, or a fatal error is reported.
REP Single Submission Online Application: If a value is submitted for Field 30 in the Online Single Submission Application, Field 29 must be left blank, or a fatal error is reported.

Definition: This field is submitted for new teachers in their first three years of employment in the profession of teaching. This field or Field 29 must be submitted for position assignment codes "000AX" through "00599", "60300 or "60400" when a code of "97" or "98" (new teacher) is submitted in Field 25: Employment Status. Reporting of this field is optional for staff members with position assignment codes "000AX" through "00599", "60300 or "60400" who are not in their first three years of employment in the profession of teaching. Indicate the name of the state or territory where the teacher was recommended *for initial certification* (the provisional certificate or temporary vocational authorization). This is the code number for the state in which the approved teacher preparation institution is located. For position assignment codes "70000" through "99900", this field should be left blank in both the REP Single Submission Online Application and in a Bulk Upload file.

01	Alabama	33	New York
02	Alaska	34	North Carolina

03	Arizona	35	North Dakota
04	Arkansas	36	Ohio
05	California	37	Oklahoma
06	Colorado	38	Oregon
07	Connecticut	39	Pennsylvania
08	Delaware	40	Rhode Island
09	District of Columbia	41	South Carolina
10	Florida	42	South Dakota
11	Georgia	43	Tennessee
12	Hawaii	44	Texas
13	Idaho	45	Utah
14	Illinois	46	Vermont
15	Indiana	47	Virginia
16	Iowa	48	Washington
17	Kansas	49	West Virginia
18	Kentucky	50	Wisconsin
19	Louisiana	51	Wyoming
20	Maine		
21	Maryland	*United States*	*Territories*
22	Massachusetts	60	American Samoa
24	Minnesota	61	Federated States of Micronesia
25	Mississippi	62	Guam
26	Missouri	63	Marshall Islands
27	Montana	64	Northern Mariana Islands
28	Nebraska	65	Palau
29	Nevada	66	Puerto Rico
30	New Hampshire	67	Virgin Islands
31	New Jersey	99	Foreign Institutions
32	New Mexico		

Appendix A

Reporting of Day-to-Day Substitute Teachers <u>and Day-to-Day Substitute Paraprofessionals/aides</u>

In an effort to streamline the reporting of day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> to meet the reporting requirements of the School Safety Legislation, it has been determined that day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> may be submitted to the Registry of Educational Personnel (REP) with fewer data elements. The required fields are those that are necessary for accurate reporting of the employees' records, so that the crosscheck of data may be completed with the Michigan State Police.

The assignment code "00SUB" (day-to-day substitute teacher) and <u>"00PAR" (day-to-day substitute paraprofessional/aide) have</u> been added for reporting of day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u>. Districts are encouraged to use these new assignment codes for day-to-day substitute teachers and <u>day-to-day substitute paraprofessionals/aides</u>, as the use of this code allows reporting of fewer data elements. However, if a district chooses to use "000NX" (Other) to report day-to-day substitute teachers, <u>or a paraprofessional/aide assignment code</u>, the district will be required to submit all of the fields appropriate for the assignment code. <u>These two assignment codes may only be used for staff members working in day-to-day substitute positions.</u>

A day-to-day substitute teacher or <u>a day-to-day substitute paraprofessional/aide</u> is an individual employed by a district to serve in short-term assignments that are less than one semester in length. A school district can employ a person under a substitute teacher permit as long as the assignment is less than one semester. (Source: Office of Professional Preparation Services, Michigan Department of Education)

Online Submission: A special submission screen for day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> is available in the REP Application. Instructions for the submission of day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> are available in the REP User's Guide. Use of the "000NX" assignment code for day-to-day substitutes <u>or a paraprofessional/aide assignment code other than "00PAR"</u> will require the submission of all fields appropriate for the assignment code.

Bulk Upload Submission: Day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> may be included in bulk upload files with the limited number of required fields. Edits placed on the assignment codes "00SUB" and <u>"00PAR"</u> allows districts to omit fields not listed in this addendum. Use of the "000NX" assignment code for day-to-day substitutes <u>or a paraprofessional/aide assignment code other than "00PAR"</u> will require the submission of all fields appropriate for the assignment code.

The User's Guide will be available when the REP opens for the Fall 2006 Submission.

School/Facility Code: Day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u> who work in multiple schools/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

The fields listed below are required for the submission of day-to-day substitute teachers <u>and day-to-day substitute paraprofessionals/aides</u>. Refer to the Fall 2006 REP Data Field Descriptions for complete information regarding field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number, or Field 8
Field 8: Credential License Number, or Field 7
Field 9: Date of Hire
Field 10: School/Facility; Position Assignment "00SUB" (day-to-day substitute teacher) or "00PAR" (day-to-day substitute paraprofessional/aide); all other field 10 elements must be left blank
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through "19")

Note: **When using the bulk upload option, the fields that are not required must be left blank.**

Reporting of Non-Instructional Employees (Assignment Codes 81500 through 99900)

Non-instructional employees who are employed by a district and who work less than 0.5 full-time equivalency (FTE) may be submitted with fewer required data elements. The required fields are those necessary for accurate reporting of the employees' records to the federal government as well as those necessary for the crosscheck of data by the Michigan State Police. These employees include contract workers, substitutes (temporaries) for positions such as secretarial, custodial, and food service, as well as other non-instructional positions.

Online Submission: A special submission screen for non-instructional employees with assignment codes 81500 through 99900 is available in the REP Application. Instructions for the use of the submission screen are available in the Fall 2006 REP User's Guide. The User's Guide will be available when the application opens for the Fall 2006 REP Submission.

Bulk Upload: Non-instructional employees may be included in the bulk upload file with the limited number of required fields. The edits will be based upon the FTE count submitted for the employee. Any non-instructional employee (assignment codes 81500 through 99900) with less than 0.5 FTE submitted may be submitted with the reduced number of fields as listed in this document.

School/Facility Code: Non-instructional staff members who work in multiple school/facilities may be submitted with a school/facility code of "00000" (central administrative unit).

Assignment Code: Report the appropriate assignment code for the position held by the non-instructional staff members.

The fields listed below are required for the submission of contracted and other non-instructional employees with an FTE of less than 0.5. Refer to the Fall 2006 REP Data Field Descriptions for complete information regarding the field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number

Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number
Field 9: Date of Hire
Field 10: School/Facility Code; Position Assignment, FTE. All other field 10 elements must be left
        blank.
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is submitted with a code of "01" through
        "19")

Note: **When using the bulk upload option, the fields that are not required must be left blank.**